GUIDELINES FOR CHAIRS OF POSTER DISCUSSION SESSIONS

Thank you for serving as Chairman for a Poster Discussion Session! Your role is key for the running and quality of the Programme. You have been invited as experts in the specific fields which are going to be discussed during your sessions by the Programme Committee and the Congress Delegates.

GENERAL INFORMATION

Poster Discussion Sessions are organised in two parts: first, poster general presentations by authors to the delegates organised as a walk-around tour; and second, a thematic discussion led by the chairmen between authors, delegates.

KEY INSTRUCTIONS

➢ Poster discussions should be organized around 2-5 themes.
  o When creating these sessions, organisers selected up to five keywords per session and linked one of these keywords to each abstract (see the list enclosed at the end of this document). This information is available on the abstract preview you will receive by email by the ERS office.

➢ Prepare questions in advance for a lively discussion

➢ During the second part of the session, you will lead a thematic discussion between all people present in the session. Do not address individual posters one by one.

BEFORE THE CONGRESS

➢ Read all abstracts of your session.
  o Abstracts will be sent by email by the ERS office
  o All abstracts will be available online one week prior the congress on: 
  o You will be given access to the E-posters platform a few days before the Congress

➢ Contact your co-Chairman and group posters/abstracts in your session into 2-5 main themes. You will receive at the end of August the programme of your session(s), including detailed programme and contact details of co-Chair and Authors.

➢ You may also contact the Group Chair who organised this session. Do not hesitate to ask the contact details to the ERS office (scientific@ersnet.org).

RIGHT BEFORE YOUR SESSION

➢ Be at your session 10 minutes early. A Room Assistant is assigned to your session. Introduce yourself to the Room Assistant and check together how timing devices and audio equipment operate. Should you encounter any problems (sound, equipment, medical, etc.) instruct the Room Assistant to contact the appropriate person.
**DURING THE SESSION**

**Introduction**

5 minutes to briefly explain to Delegates and Authors how the session will be running.

**During 60 minutes** *(1st part)*

The first part of the session is dedicated for a walking tour and presentation of posters, manned by authors. You are therefore asked to:

- Encourage the audience to go around the room and individually discuss with authors. You may suggest them to think of a few questions for the general discussion which will take place during the second part of the session.
- Review and shortly discuss each poster preferably with your co-chair (average timing to be spent per poster: 3 minutes)
- Decide of a couple of questions from each poster for the general discussion.

*Mentoring*: if you feel that the Author has some gaps in his/her presentation skills, do not hesitate to give advises for the future. The Programme Committee also see the Congress as an opportunity for Authors to improve their skills and learn how to be a better Presenter.

**During the 50 minutes** *(2nd part)*

The second part of the session should be dedicated to the general discussion/debate. You will chair it from the stage, and the audience, including authors will be sitting in the room.

When leading this general discussion, please remember to:

- Focus the discussion on the selected themes. Do NOT ask individual authors to come forward to present a summary of their work. The themes are driving the general discussion, not the posters. The general discussion should be held at a higher level of integration.
- Start by asking simple questions on the main themes. Actively recruit experts: either senior scientist whom you know are working on this particular issue or authors of posters whose work touches upon the issue.
- Try to stimulate controversy by recruiting challenging or opposite opinions. As Chair, search for common opinions and recommendations.
- Close each theme with a summarising 30 seconds statement by the chair.
- During the discussion you may use a checklist, to ensure that most of the poster authors have been included in the discussions. This may not be feasible, but it helps.
- Remember that a poster discussion should be enjoyable. It helps to generate a group spirit, which will educate young investigators.

**Conclusion**

You will take 5 minutes to close the session. This conclusion will include a summary of the session and a “Take Home” message.

**RIGHT AFTER YOUR SESSION**

- Fill in and return the evaluation form to the Room Assistant after the session. The evaluation form will be given to you on-site, before the session starts.

Once more, thank you for your valuable contribution to a successful meeting in Milan.