GUIDELINES FOR CHAIRS OF THEMATIC POSTER SESSIONS

First of all, thank you for serving as Chairman in a Thematic Poster Session during the ERS Milan 2017 International Congress. The Programme Committee considers this role as key for the Programme running and quality. You have been invited as expert in the specific field of the session.

Check the online course: https://ers.adobeconnect.com/_a748908266/p2lajs79h6p?launcher=false&fcsContent=true&pbMode=normal

BEFORE THE CONGRESS

→ Contact the co-Chair/s of your session to discuss it prior to the Congress. You will receive at the end of August the email address of your co-Chair(s).

→ Prepare your session by reading the abstracts presented in your session. You will receive them by email in August a copy of the abstracts presented in your session and all abstracts will be also available one week prior the congress on: https://erscongress.org/programme-2017/access-the-programme.html

Up to four Chairs per Thematic Poster Sessions have been invited, in order to have binomials.

➤ When 4 Chairs are confirmed, the posters in the session will be divided in two groups. The number and list of posters you will have to consider will be communicated by the mid-August.

➤ When 2 or 3 Chairs confirmed, you should chair all posters in the session together.

You are encouraged to contact the other Chair(s) of your Thematic Poster Session to organise the chairing in the most efficient way.

RIGHT BEFORE YOUR SESSION

→ Do not forget to get your Poster Coordinator ribbon which will be at one of the Poster Help Desks Thematic Poster Area in Hall 4 next to the room Bronze. The ribbons will enable Authors and delegates to identify you.

DURING THE SESSION

→ Initiate and/or encourage discussion.

→ Ensure you spend time with each Author and cover each abstract/poster presented in the session

→ Comment on the data presented in relation to accepted current knowledge. The audience may believe that the lack of comments from the Coordinators means acceptance or agreement on the presented data.

→ You will be asked to be present and at the Thematic Poster Session for the whole duration of the session, i.e. from 12.50 to 14.40.

→ 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 sees the Congress as an opportunity for Authors to improve their skills and learn on how to be a better Presenter.

RIGHT AFTER YOUR SESSION

→ The assistant at the Poster Help Desk will give you an evaluation form that we kindly ask you to fill in and return to the Poster Help Desk after the session.

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