GUIDELINES FOR CHAIRS OF THEMATIC POSTER SESSIONS

Thank you for serving as Chair in a Thematic Poster Session during the ERS International Congress 2018 in Paris. Your role is key for the running and quality of the Programme. You have been invited as an expert in the specific field of the session.

Check the online course

GENERAL INFORMATION

Thematic Poster Sessions are coordinated by up to four Chairs. Each poster is discussed with the Author in an informal setting.

KEY INSTRUCTIONS

➜ Look at the abstracts that will be presented in your session
➜ Contact your co-Chairs to prepare the session
➜ Prepare questions in advance for the discussion

BEFORE THE CONGRESS

➜ Read all abstracts that are being presented in the session.
  o You can find a copy of the abstracts that will be presented in the session in your personal space. The link to your personal space is provided with the answer form in your Congress invitation.
  o All abstracts will be available via the online programme one week prior to Congress, accessible here: https://erscongress.org/programme-2018/access-the-programme-2018.html

➜ Up to four Chairs per Thematic Poster Sessions have been invited. You can check the up-to-date co-chairs list in the online programme https://erscongress.org/programme-2018/access-the-programme-2018.html

➜ Contact the co-Chair and/or Authors/Presenters directly. Contact details are available upon request via the ERS office: programme@ersnet.org.

➜ You can also contact the Group Chair who organised this session. Do not hesitate to ask for the required contact details via the ERS office: programme@ersnet.org.

ON THE DAY OF THE SESSION

➜ Do not forget to collect your Poster Coordinator ribbon, which will be at one of the Poster Help Desks in the Thematic Poster Area (Ground floor, Hall 7.1). The ribbons will enable Authors and delegates to identify you.

➜ Check the session’s programme on the yellow programme, distributed with the evaluation forms before the session.

➜ Ensure that all confirmed chairs are present at the beginning of the session.

➢ If four Chairs are present, the posters in the session will be divided in two groups (A and B) Please decide on one expert and one early career chairman (if possible), to chair each group and visit the respective posters.

➢ If only two or three Chairs are confirmed, you should Chair all posters in the session together.
**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 Chairs means acceptance or agreement on the presented data.
- You will be asked to be present at the Thematic Poster Session for the duration of the session, from 12.50 to 14.40.
- **Mentoring**: if you feel that the Author has some gaps in his/her presentation skills, that the poster is missing valuable information, etc., do not hesitate to give your advice. The Programme Committee also sees the Congress as an opportunity for Authors to improve their posters and learn how to be a better Presenter.

**AFTER THE 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 Paris.