INSTRUCTIONS FOR CHAIRS IN POSTGRADUATE COURSES

Postgraduate courses aim to improve knowledge and skills that will be applied in the daily practice of clinicians, respiratory scientists and healthcare professionals. The information disseminated during the course should introduce the basic concepts and established practices rather than scientific work in progress.

Postgraduate courses consist of both lectures and tasks for participants. This format aims to break away from the traditional lecture-based courses by providing an opportunity for an enhanced interaction between participants and faculty and between participants themselves.

Speakers have 25 minutes for their presentation, followed by an allocated 5-minute time slot for questions and discussion. The information should be presented in a logical and coherent fashion, and interactive teaching approaches are encouraged (case discussions, videos, demonstrations, etc). Additionally there will be time slots for participants to collaboratively accomplish assignments and for faculty to discuss the results. Participants will be distributed in tables of 10 people to that aim. It is important to note that participants are paying an additional registration fee to attend these sessions and they will therefore have high expectations.

The role of the chairs

- Prior to the ERS Congress, the chairs should lead a faculty coordination teleconference to discuss with speakers the specific goals and aims of their presentations, to ensure that the different presentations are well coordinated to fit the overall aims of the course and to define the group assignments to be undertaken by participants onsite (e.g. case discussions, multiple choice questions…). ERS will organise this teleconference with all faculty involved.
- Educational materials will be collected from the speakers by 30 June 2018. The chairs are kindly asked to review all submitted materials and if necessary provide suggestions on how they can be improved. Chairs should make sure that the tasks assigned to participants are educationally relevant and coherent with the educational aims of the course.
- At the beginning of the course, the chairs should inform the attendees of the importance of completing the evaluation form that will be sent via email to the participants at the end of the session.
- Also at the beginning of the course, the chairs should announce that participants will be asked to perform some group assignments related to the subsequent presentations.
- The chairs should also lead the periods of discussion following the presentations and the participants’ tasks.

Deadline for review of educational materials:

15 July 2018