SKILLS WORKSHOP – CHAIR INSTRUCTIONS

The Skills Workshops are designed to allow participants to gain practical skills in different disciplines of respiratory medicine. The format of this session is different from the usual education sessions as the workshops will revolve around workstations and use interactive demonstrations instead of traditional presentations and lectures. The maximum number of participants is 32 per workshop.

The role of the chair

- Prior to the congress, please discuss with each facilitator the specific aims of their workstation and ensure that the content fits the overall aim of the workshop.
- Faculty members will provide educational materials to support their session, as a chair we would ask that all submitted materials are reviewed and if necessary provide suggestions on how documents can be improved.
- At the beginning of the session, the chairs should inform the participants regarding the structure of the workshop and that they will rotate each workstation every 30 minutes.
- During the workshop the chair should be on hand to answer questions from participants and provide workshop facilitators with any additional support.
- At the end of the session the chair should inform participants they will receive an online questionnaire in order to evaluate the workshop.
- If patient participants are involved in your session, we kindly ask you to welcome them and to assist them with any additional questions or requests they might have.