GUIDELINES FOR CHAIRS OF GRAND ROUND SESSIONS

First of all, thank you for serving as Chairman for scientific session during the ERS International Congress Amsterdam 2015. The Scientific Programme Committee considers this role as 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.

BEFORE THE CONGRESS

The office will send you end of August, the contact details of your co-Chair.

The details of the session is available at any time on: http://www.erscongress.org/programme-2015/access-the-programme.html.

RIGHT BEFORE YOUR SESSION

➔ Be at your session 10 minutes early.

This will allow you to introduce you to your co-Chair in person and familiarise yourself with the room equipment. A Room Assistant is assigned to your session. Introduce yourself to the Room Assistant and check together how timing devices and audio-visual equipment operate before the session starts. Should you encounter any problems (sound, equipment, medical, etc.) instruct the Room Assistant to contact the appropriate person. Your Room Technician will make sure the equipment is functioning. The Technician is a good resource for questions regarding microphones, speakers and other equipment.

DURING YOUR SESSION

➔ Additional duties: Remind the Speakers to absolutely respect the time limit (the timing is indicated on the programme and for each talk, we recommend to keep 1/3 of the time for questions and answers). Use the limit timer on your table to make sure the Speaker does not exceed the allocated time. If a Speaker is not present, you can use the additional time for interactive discussion with the audience.

➔ Discussion: Take charge of the discussion period. Recognise questions from the audience and allow each person who would like to do so to participate in the discussion (as much as possible based on the time constraints). Ask the delegate to introduce herself/himself and to speak slowly into the microphone. When necessary, repeat or paraphrase the question or the answer so everyone can follow the discussion.

➔ Comment/challenge Speakers: 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.

RIGHT AFTER YOUR SESSION

➔ Your feedback is important. Fill in and return the evaluation form to the Room Assistant after your session. The evaluation form will be given to you on-site, just before the start of the session.

Once more, thank you for your contribution to a successful meeting in Amsterdam.
GENERAL INSTRUCTIONS ON INTERACTIVE SESSIONS

Interactive sessions with interactive voting system are organised. The aim is to facilitate dynamic communication with the audience, which is usually made up of physicians in practice or training. As a Speaker, you will need to have a special preparation.

During the sessions the Speakers ask questions that may be answered by the audience using a keypad voting system connected to a central computer. The voting results are presented live during the sessions.

Each speaker is expected to prepare a number of multiple-choice questions:
- For a 30-minute talk (including 10 min. for discussion): up to 5-10
- For a 25-minute talk (including ~8 min. for discussion): up to 3-7

Each question should have up to 5 possible answers (numbered from 1 to 5). Individual slides should be made for each question. A slide, with the 5 possible answers, is then projected for each question.

The participants vote by using a special keypad. All answers are centralised when they are given within the 15-seconds period (an indicator light shows the time remaining. The delegates simply select the numbered button that corresponds to the number of the answer they think is correct, whilst the green light is on. During this time, the participants can change the vote by pressing another button.

Answers, which remain anonymous (this is not an examination), appear on the screen as bars, or percentages. The length of the bars is proportional to the number of answers received.

Usually, divided opinions are expressed: Speaker must be prepared to comment the answers showing one or two additional slides, summarising what is, in his/her view, the present state of the art. The reference of the material shown should be given; presentation of numerous personal data is not encouraged. If major discrepancies in opinion appear, the participants should be encouraged to defend their own votes.

IMPORTANT NOTES

- Questions should be simple and clear.
- Each question should have only one correct answer.
- The audience has a 15 second break after each question.
- Chairpersons and presenters / panellists must establish contact well in advance of the Congress to discuss and harmonise all above measures for a fluent, lively performance.
- Chairpersons, at the beginning of the session, should introduce the voting system to the audience and perform some tests with the help of the technician.

CASE PRESENTATIONS

Case presentations are presented in Grand Round sessions. The title of the presentation should present the case without suggesting the diagnosis.

Divide presentation into three parts:

1. **Diagnostic evaluation including history** Ask the audience two of three short questions, with four or five reply options for each. "What would be the next step?"

2. **Differential diagnosis** Before giving the diagnosis, ask the audience for their choice out of four or five differential diagnoses.

3. **Discussion** Ask the audience for alternative diagnosis, and/or therapeutic procedures, or epidemiologic topics (one or two questions)