GUIDELINES FOR CHAIRS OF ORAL PRESENTATION SESSIONS

First of all, thank you for serving as Chairman for an Oral Presentation Session during the ERS Amsterdam 2015 International Congress. The Scientific Programme Committee considers your role as key for the Programme running and quality. You have been invited as expert in the specific field.

BEFORE THE CONGRESS

- Contact the co-Chair prior to the Congress.
- Familiarise yourself with the abstracts allocated in your session.
- For each abstract, prepare at least one question, in case none will come from the audience.

The office will send you end of August, the contact details of your co-Chair and a copy of the abstracts to be presented in the session.

If you feel it useful, you can also contact the Authors/Presenters directly. Contact details of the Authors/Presenters are available upon request to the ERS office: scientific@ersnet.org. You may also contact the Presenters and ask them which question would further enhance their presentation. All abstracts will also be available one week prior to the congress 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 Authors to absolutely respect the time limit (the Author has 10 minutes for presentation and 5 minutes for questions and answers). Use the limit timer on your table to make sure the Presenter does not exceed the allocated time. If a presentation cannot be given or if a Presenter does not appear (no-show), use this time to start a discussion so that the next presentation can take place on schedule. If an Author is not present, you can use the additional time for interactive discussion with the audience.

- **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 how to be a better Presenter.

- **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 Presenters: 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.