MEET THE EXPERT – SPEAKER INSTRUCTIONS

Meet the Expert sessions are aimed at improving knowledge and skills to be applied in the daily practice of clinicians, respiratory scientists and healthcare professionals. The format of this session is based on the presentation and discussion of case examples. Attendance is limited to 40 participants, as these seminars are considered as a privileged way to connect the participants with renowned experts. It is important to note that participants are paying an additional registration fee to attend these sessions and therefore will have high expectations.

The role of the speakers

- Prepare slides and a word document (see below for more information) which participants will have access to prior to the session.
- Allow adequate time for questions and discussion with the audience.
- Be responsive to the needs and level of knowledge of your audience.
- Do not hesitate to ask for feedback from the participants to make sure that the key points of your presentation are understood.
- Please remember that most of the participants are not native English speakers.
- Be prepared to answer questions by a junior member in an interview after your presentation (if applicable to your session)
- If patient participants are involved in your session, it would be appreciated if you could assist them with any additional questions or requests that they might have.

Instructions for the preparation of the educational materials

<table>
<thead>
<tr>
<th>PowerPoint presentation should include:</th>
<th>Word document should include:</th>
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</thead>
<tbody>
<tr>
<td>➢ Any faculty disclosures</td>
<td>➢ The specific aims of the presentation</td>
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<td>➢ A brief summary of the presentation (2-5 pages)</td>
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<tr>
<td>➢ Images that can be referred to (e.g. pathology slide)</td>
<td>➢ A list of references</td>
</tr>
<tr>
<td>➢ Figures and diagrams to be discussed during the presentation</td>
<td>➢ 4-6 multiple choice questions and their answers that can be used for self-assessment and evaluation purposes</td>
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</table>

When developing your educational materials, please include case discussions or links to videos, many resources can be found on the ERS E-Learning website www.ers-education.org. Please select fonts, colours and diagrams which are easy to read. ERS PowerPoint and Word templates can be found here www.erscongress.org/information. Please note that PowerPoint slides need to have 16:9 proportions to be displayed correctly on screen onsite.

Please note, if you are including information from other sources, such as journals, articles, book chapters, graphs and figures, you will need to contact the copyright owner for permissions. ERS will need a copy of the permission, and is not responsible for requesting the permissions on your behalf.

Participant will be asked to fill out an online questionnaire in order to evaluate the session. The feedback will be taken into consideration when selecting faculty members for future ERS activities.

Deadline for educational materials

30 June 2016