INSTRUCTIONS FOR CHAIRS IN POSTGRADUATE COURSES

The ERS Education department promotes education and training in respiratory medicine and in the allied professions. 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.

Speakers have 30 minutes for their presentation, followed by an allocated 5-minute time slot for multiple choice questions electronic voting and a 10-minute time slot for discussion. The information should be presented in a logical and coherent fashion, and interactive teaching approaches are encouraged (case discussions, videos, demonstrations, etc). 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 chairs

- Prior to the ERS Congress, the chairs are encouraged to discuss with speakers the specific goals and aims of their presentations and ensure that the different presentations are well coordinated to fit the overall aims of the course. ERS is available to organise a teleconference at the request of the chairs, if needed.
- Educational materials will be collected from the speakers by 30 June 2016. The chairs are kindly asked to review all submitted materials and if necessary provide suggestions on how documents can be enhanced.
- Please consult with your co-chair to create a reading list of 10 titles by 15 July 2016; the list will be distributed to participants prior to 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 also inform about the multiple choice questions electronic voting at the end of each presentation.
- At the end of each presentation, please remind the speaker about the multiple choice questions, for which participants will be able to choose the correct answer via their mobile devices.
- The chairs should also lead the periods of discussion following the presentations.
- 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.

Deadline for submission of the reading list:

15 July 2016