GUIDELINES FOR CHAIRMEN OF SYMPOSIA, HOT TOPIC, YEAR IN REVIEW, LUNCHTIME AND OTHER SCIENTIFIC SESSIONS

First of all, thank you for serving as a Chairman for scientific sessions during the ERS International Congress London 2016. The 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 at the mid-August, the contact details of your co-Chair. The details of the session are available from the congress website: http://erscongress.org/programme-2016/access-the-programme.html.

BEFORE YOUR SESSION
➔ Be at your session 10 minutes early.

This will allow you to introduce yourself 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 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. You can take 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.

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.

Thank you for your contribution to a successful meeting in London.
Yours sincerely,
Stephen T. Holgate, ERS Science Council Chair

Additional note: Patient participants at Congress will be accompanied by a representative to support them during the session. Please consider that they may not have any prior experience of patient representation at large conferences; it would be appreciated if you could assist them with any additional questions or requests that they might have.