



# 33<sup>rd</sup> Annual Meeting of the EUROPEAN SOCIETY FOR PAEDIATRIC INFECTIOUS DISEASES

Organized jointly by ESPID and the ESPID Foundation



LEIPZIG, GERMANY,  
MAY 12-16, 2015

## GUIDELINES FOR ESPID 2015 SESSION CHAIRS AND MODERATORS

### CHAIRS:

As a session chair, you are responsible for the time management of the presentations within your session hall:

Introduce the session topic.-

Introduce the speaker and presentation title as indicated in the Final Programme.-

-Adhere to the schedule printed in the Final Programme relating to the order of speakers, start and end times of each talk. **It is very important to stay on time so that people can move from one room to another and find the talk as announced in the programme.**

- Please make sure to check the programme addendum onsite for any last minute changes to your session.

Notify room monitor immediately of AV equipment problems.-

Encourage audience to take center seats.-

Assure no disturbances.-

Be prepared for the unexpected!

If the session gets ahead of schedule, do one or more of the following:

- Have questions prepared for the audience – 2 per presentation.

- Solicit questions from the audience.

-If you finish much before the allotted time, you may let the session out early.

-If a speaker fails to attend the session, move to the next paper.

### ▪ **Oral Presentations:**

**Please note the following presentation times for specific ESPID sessions with oral presentations:**

- Invited Speakers speaking in ESPID Plenary Sessions have each been allocated 45 minutes to present (including 5-10 minutes for discussion).
- Invited Speakers speaking in ESPID Parallel Sessions and Oral Presentation Sessions have each been allocated 30 minutes to present (including 5 minutes for discussion).
- Speakers presenting their abstracts in Oral Presentation Sessions have each been allocated 12 minutes to present (10 minutes for presentation plus 2 minutes for discussion).

### ▪ **Short Oral Presentations:**

Presenters will give a short oral presentation with PowerPoint slides. They have the option of creating an e-poster which will be viewable only at the e-poster screens.

Presenters have each been allocated 7 minutes to present in the Short Oral Presentation session, which includes 4 minutes for oral presentation and 3 minutes for discussion.

SOPs are limited to 5 SLIDES.

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## MODERATORS:

### ▪ **Moderated E-Poster Walks**

As there will be several parallel E-poster walks per day, this year ESPID will incorporate headsets and microphones for each walk, so that the other activities happening at the same time will not disturb the presentations. Please note that this year, the E-Moderated Poster Walks will take place at lunchtime on either Thursday or Friday at the E-poster viewing stations. Please arrive at the E-poster viewing stations 10 minutes before the start of the session in order to receive your headset and microphone. Each E-Poster Walk presenter will have 5 minutes to present and 2 minutes for discussion.

Thank you for your participation and we hope you enjoy the Meeting.

ESPID 2015 Meeting Secretariat

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