



33rd 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

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.

MODERATED E-POSTER WALKS

As there will be several parallel E-poster walks per day, this year ESPID will incorporate headsets and

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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. Presenters will have to prepare only an E-poster. 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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