

INSTRUCTIONS FOR SPEAKERS AND CHAIRS IN CASE-BASED SESSIONS

GENERAL GUIDELINES

- The content presented in the clinical cases sessions should be based on case examples and should encourage interaction with the participants.
- After a brief introduction by the Chairs, case presenters will discuss their submitted cases in 10-15 minutes each. The case author will present the case followed by a discussion.
- **Be at your session 15 minutes early**
This will allow you to introduce yourself to the other faculty and familiarise yourself with the equipment and room setup. A room assistant is assigned to your session. Introduce yourself to the room assistant and check together how audio-visual equipment operate before the session starts.
- The session room is equipped with a laptop on the lectern and a mouse.

CHAIR ROLE

- Remind Speakers and Case presenters to respect the **time limit** (*the timing is indicated on the programme*). If a speaker is not present, you can use the additional time for interactive discussion with the audience.
- Take charge of the **discussion** period. You can take questions from the audience and involve them in an active 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.

SPEAKER ROLE

- Faculty may be asked to submit and present a case.
- Prepare your case presentation. **Please see slide preparation information below.**
- During your presentation ensure you stick to the time allocated, including the time for questions and answers.
- Depending on the number of accepted cases in your session, we will ask you to prepare additional cases.
- If you are asked to submit a case, please follow these [guidelines](#).

SLIDES PREPARATION AND UPLOAD

- **Upload your presentation by 15 November 2022.** A link to upload your presentation will be sent closer to the conference.
- A template for your ERS PowerPoint 16/9 can be found [here](#).

PowerPoint presentations should include:

1. Faculty disclosures and conflicts of interest
2. Case history
3. Investigations
4. Results and treatment
5. Conclusions and points for discussion

TECHNICAL TIPS FOR PREPARING YOUR PRESENTATION

- pptx; or .ppt format
- **16/9 format** for your slides
- Font types, font sizes, colours and diagrams facilitating readability
- Amount of information included in each slide should be easy to read
- Please view the ERS transfer of rights policy under the following [link](#).

Please contact education@ersnet.org for further information or assistance.