

3–4 December,
2022 | Milan, Italy

INSTRUCTIONS FOR SPEAKERS AND CHAIRS

GENERAL GUIDELINES

- **Be at your session 15 minutes early**

This will allow you to introduce yourself to the other faculty and familiarise yourself with the 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, a mouse, and a small camera (for the live streaming). Please note that you need to upload your presentation beforehand.
- Please note that these sessions will be live streamed. The online audience will be able to participate in the voting and ask their questions online.

SESSION TYPES

→ **Symposium**

Up to 4 presentations in these sessions, we encourage you to align with the other faculty in your session and to include interactive content (polls, open questions etc.)

→ **Pro and Con debate**

Two topics will be debated. After each debate there will be 20 minutes for rebuttal and questions from the audience.

→ **Meet the Expert**

At these 1-hour sessions, 2 experts run a guided discussion on the topic in addition to answering questions and offering advice. If presentations are needed, no more than 10 slides should be used.

SPEAKER ROLE

- Prepare your presentation. **Please see slide preparation information below.**
- During your presentation ensure you stick to the time allocated, including the time for questions and answers. Please divide your presentation as follows: two-thirds of the allocated time is for topic presentation; one-third is for questions, voting and discussion.
- Keep in mind the online audience following the live stream: use the mouse to point out specific content on a slide.

CHAIR ROLE

- Remind the Speakers to respect the **time limit** (*the timing is indicated on the programme and for each talk, we recommend keeping one-third of the time for questions and answers*). 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.
- A laptop will be available to view questions from the online audience. Questions can be answered during the session orally, or via text by faculty.

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:

- Faculty disclosures and conflicts of interest
- Aims and objectives of your presentation
- 1 to 3 multiple choice questions that will be used for the interactive voting
- Bibliography

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
- Voting slides should include questions and the answer options (one slide per question and one additional slide for the answer).
- Please view the ERS transfer of rights policy under the following [link](#).

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