

3–4 December, 2022 | Milan, Italy

INSTRUCTIONS FOR CHAIRS IN ORAL PRESENTATION SESSIONS

GENERAL GUIDELINES

- Oral Presentation sessions are slide show presentations given by authors of accepted abstracts.
- Each abstract presenter will have 7 minutes and 3 slides to present their project.
- After all abstracts have been presented the chair will guide through an open discussion. The audience will be able to view all abstracts online.
- **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

- Read all abstracts that are being presented in the session. You can download a copy of the abstracts that will be presented in your session. The link to download is provided within your personal space accessible through the answer form in your invitation to the conference.

My activities

Session Type	Session	Presentation	Date	Status
Chairman	Oral poster discussion	Chronic noninvasive ventilation	13/02/2020 14:10 - 15:10	Response required

Do you accept this activity?

[Download abstracts](#)

- Contact the co-Chair and/or Authors/Presenter directly. Contact details are available upon request via the ERS office: education@ersnet.org
- Remind the abstract presenters to respect the **time limit**.
- Take the lead in the **discussions**; identify questions from the participants and engage the audience in the discussion. When necessary, it can be useful for Chairs to repeat or paraphrase the question or the answer so that everyone can follow the discussion.
- **Comment** on the data presented in relation to accepted current knowledge.
- If you feel that the author has some gaps in his/her presentation skills, do not hesitate to give advice for the future. The conference is also an opportunity for authors to improve their presentation skills to learn how to be a better presenter.