



A step-by-step guide for oral presenters at ESCAIDE

This document is a step-by-step guide that will help you preparing your remote participation as a speaker.

Step 1. Pre-record your presentation

To guarantee the success of your participation at the online edition of ESCAIDE, your presentation will be pre-recorded and available on-demand.

You will be invited to a pre-recording session to prepare you and record your video presentation. Please note these sessions will happen **between 27 September and 10 October**, therefore please make sure to have your presentation ready to be recorded and accompanying slides finalised. Rehearse well: during the pre-recording session, our production team will be recording you in one take only.

Each pre-recording session is allocated 30 minutes which includes a short technical check introduction (including sound and image adjustment), and the recording of your presentation. Please note that the presentation cannot exceed 10 minutes, hence please prepare your talk accordingly.

Detailed information of this session will be sent in a separate email with instructions and you will be invited to schedule your pre-recording session to take place within the period 27 September- 10 October. You should ensure to secure the scheduling of your pre-recording by latest 20 September.

Step 2. Prepare your participation in a Fireside Panel (live connection)

Even though your presentation will be pre-recorded, you will be invited to a live Fireside Panel; this is a moderated discussion where you will have the opportunity to discuss your work and answer questions. No formal presentation or PowerPoints are required. The Fireside panel will be led by a moderator, who will invite each presenter to briefly present their work, and then ask questions, which gives an opportunity to elaborate on some specific aspects. The idea is to give the audience an opportunity to gain more insight on the presentation in an informal setting, while engaging in discussion and debate.

During the Fireside Panel you will be asked questions coming either from the moderator or that will come from the audience, just like during a regular Q&A session (more on Step 3).

Step 3. During the Fireside Panels

The moderator introduces the overall theme of the topic-specific Fireside Panel and invites participants in the sessions to leave questions in the chat.

The session will then follow a predefined timetable, with the running order of the presentations as defined in the conference programme. In total, your intervention for the Fireside Panel **will be up to 6 minutes**. This will be comprised of:

- 2 minutes to introduce yourself and the work you are presenting.
- 2 minutes of moderator-led discussion, based on possible questions prepared by the moderator.
- 2 minutes for a supplementary question from the moderator or from the audience.

Please adhere to time requirements to ensure all participants are given an equal opportunity to describe their work and interact with the audience during the session. We also encourage you to engage with the participants in the chat after you have participated in the Panel.

Step 4. Register in the conference

Registrations will open on 11 October and close on 12 November. The registration is free of charge.

After you have registered, closer to the conference dates, you will receive an email confirmation that will help you log in into the conference platform (Swapcard), where you can complete your profile as a speaker. Your account is automatically pre-created, you will just have to add a password. Please note that your profile is accessible to all registered participants in the conference.

We strongly encourage you to complete your ESCAIDE profile on Swapcard, which will be linked to the programme of the conference and can be visited by other participants. They can then read the abstract, watch your pre-recorded video presentation and get in touch with questions via chat or live during the Fireside Panels.

Step 5. Promote your talk

ESCAIDE 2021 is promoted on the ESCAIDE social media channels. Please help us to spread the word by announcing your participation in your social media channels, by using #ESCAIDE2021.

Summary of actions

- a. Schedule the technical check and pre-recording of your presentation (latest by 20 September)
- b. Technical check and pre-record your presentation (between 27 September and 10 October 2021)
- c. Register in the conference and complete your profile (from 11 October to 12 November)
- d. Connect live to your designated Fireside Panel
- e. Engage with participants

Stay tuned

Subscribe the ESCAIDE newsletter by sending an email to escaide.conference@ecdc.europa.eu

Check more info and guidance documents on the section for presenters on ESCAIDE website:
<https://www.escaide.eu/en/presenters>

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Contact details

For any questions you might have, don't hesitate to contact the ESCAIDE organisers at:
escaide.conference@ecdc.europa.eu