



PARALLEL SESSION MODERATOR GUIDE

Key points:

- Session moderators are central to the success of ESCAIDE. Your task is valued and important.
- Preparing in advance will ensure that both you and the speakers are able to enjoy the session and benefit from it:
 - Familiarise yourself with the session abstracts;
 - Plan some questions and discussions points for each abstract;
 - Ensure you have read these guidelines.
- Timekeeping is important:
 - Please ensure that you arrive at the session at least 10 minutes before it commences.
 - Enforce 20 minutes or each speaker: 10' presentation + 10' Q&A
 - Do not allow speakers to go over the time allocated per presentation (10')
 - Do not allow discussions to go over the time allocated per presentation (10')

General information:

The ESCAIDE programme is comprised of:

- 5 plenary sessions
- 24 poster sessions (8 poster sessions presented in each of 3 poster slots)
- 21 'parallel' sessions.

Parallel sessions form the core content of the Conference. They are topic-specific sessions, during which abstracts, accepted for oral presentations, will be presented and discussed. The 21 parallel sessions will be held in seven slots; three sessions run concurrently in each slot.

Hence, audience members have to choose which session to attend; and some of them attend specific presentations in sessions that run in parallel. Therefore, time keeping is essential and the importance of your role to keep the time cannot be overstated.

Parallel session logistics:

Each presentation is allocated 20 minutes. Authors have been instructed that they should prepare for a 10- minute presentation followed by 10 minutes of questions/discussions. The majority of the sessions will host four or five talks (a small number have three). Hence each parallel session is scheduled for 1 hour 40 minutes (1 hour for those with three presentations).

Your role as a moderator is as follows:

Prepare the session:

Please read all abstracts allocated to the session you will moderate in advance and prepare a few questions/discussion points for each abstract.

Arrive 10 minutes before of the session starts to check if all presenters are there and if there are any last minute changes to the programme. This may also be the opportunity to ask some specific questions to presenters regarding possible discussion points. Remind the presenters of the importance of time keeping and that should they run over time, the presentation will be stopped.

The Conference logistics team will be responsible for preparing the technical part of the session, including collection and set-up of all presentation slides, set up of microphones etc. The presentations should already be uploaded and ready when you arrive at the session.

Chair the session:

Introduce each presenter and ensure that the presentation starts at the scheduled time. For this purpose, we advise you to carry a stopwatch or other time keeping device. Keep the presenters very strictly to the 10- minute time limit for the presentations (e.g. give a warning at 9 minutes when the presenter has not yet arrived at conclusions). Of course, when presenters start late due to delay in the schedule, they remain entitled to their full 10 minutes. This also means that if you allow a presentation to run late, the whole session will be off time, which will impede Conference delegates from attending selected presentations in the sessions, running in parallel. Hence, be strict with time keeping.

Moderate a discussion with the audience for a maximum of 10 minutes after each presentation.

If possible attempt to lead discussion on:

- Specific content of the talk, such as:
 - Methodology (validity of methods, selection of cases/controls etc.)
 - Validity of conclusions and alternative hypotheses (valid interpretation of results, possible confounders or other sources of bias, etc.)
 - Public health consequence, and
 - How the work supports public health action

- How the work relates to the existing knowledge base in the area concerned
- The EU context of the work; i.e. broad implications for EU citizens.

A new feature at ESCAIDE 2019 is the “Ask the Moderator” feature on the conference App. This allows audience members to raise questions for the presenters of oral presentations. The questions can be attributable, or posted anonymously. The questions from the app will appear on a screen during the Q&A section of each presentation, and you as a moderator are welcome to select any of the submitted questions that you consider of most relevance for the session. These can be used to supplement oral questions from audience members who raise their hand to ask a question in the usual way.

Time keeping and moderator consistency:

It is important that there is a consistent approach to all moderation at ESCAIDE, because:

- All speakers should have an equal opportunity to present their work and discuss it with the audience; all parallel presentations should be allocated the standard time (10’ talk + 10’ discussion); and
- Delegates often move between concurrent sessions to attend specific presentations. Hence time keeping is important to ensure that delegates are able to calculate the beginning of a specific presentation within a particular session.

Therefore it is important that:

- Each presenter should be given a 20 minute ‘window’. Thus please ensure that the 10- minute presentation and 10- minute discussion’ rule is respected for each speaker throughout the session;
- Alternative options for moderation, such as holding all talks consecutively, followed by a single discussion must be avoided.

If the schedule is delayed, then the chair can reduce the discussion time to catch up. However good timekeeping should minimize the risk of delay.

Close the session:

If possible, give a 3- minute synthesis of the whole session, illustrating possible links between the presentations, and draw general conclusions for public health on this topic or just repeating relevant discussion points that have been brought up.

Session evaluation (EAN prize):

This is only for your information, no action is required from you as a parallel session moderator. The EPIET Alumni Network (EAN) will award a prize to the best presentations (oral and poster) at ESCAIDE 2019. There will be one prize for “best oral presentation” and one for “best poster presentation”. A prize committee of EAN members has been appointed, and committee members will attend each parallel session to evaluate the presentations based on specific criteria.

Prize winners will be announced during the ESCAIDE closing ceremony on Friday, 29th November.

Please mail the escaide team (escaide.conference@ecdc.europa.eu) if you have any further questions in advance of conference. Please also feel free to approach any member of the ESCAIDE organising staff for assistance during the conference.

Finally, we wish you a successful and stimulating session and we thank you in advance for your valuable contribution to making ESCAIDE 2019 a successful and rewarding experience.

With best regards,
The ESCAIDE Organizing Team