



POSTER 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 poster presenters 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 8 minutes or each speaker: 3' presentation + 5' Q&A
 - Do not allow speakers to go over the time allocated per presentation (8')
 - Do not allow discussions to exceed 5' per poster presentation
- This year's poster presentations will take place using electronic posters (e-posters) provided by AppInConf.

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.

Moderating a session of poster presentation is a challenging task and we thank you in advance for your effort in ensuring the session runs on time and is engaging for the participants.

Poster session logistics:

This year's ESCAIDE will host over 130 poster presentations.

- Each of the three poster slots during the Conference is scheduled for one hour.
- Each poster slot includes eight subject-specific sessions, which run concurrently.
- Each session is composed of six poster presentations (a few tracks have five).
- The poster presentations are moderated to allow the authors to briefly explain their findings.
- The presentations will take place using the e-poster screens. The session starts at the screen with the first poster of the track.
- At the start of the session, each screen will show only the posters that belong to the specific track.
- Each poster presentation is allocated 8 minutes. This is divided into a 3' presentation and 5' of questions and discussion.

Your role as a poster session moderator is as follows:

Prepare the session:

Please read the abstracts in advance of the session and prepare a few questions and/or discussion points for each poster presenter.

Arrive 10 minutes before the session, at the respective track, to ensure all poster authors are present. This is an opportunity to ask some specific questions to authors regarding possible discussion points.

There may be last minute changes to the programme, or absentee authors, which you may need to prepare for in the minutes before the session starts. For example, if an author is absent, please do not skip forward to the next presentation- see section on "**Time keeping and moderator consistency**" below for instruction on how to proceed in this case.

Note that Conference attendee tend to attend specific presentations in different tracks, running concurrently. Hence, if you change the order of the presentations in your track, you will impede the attendees from hopping between tracks. That is why it is important to prepare questions and have a back-up plan in case of presenter no-shows.

If you wish to familiarize yourself with the e-poster system and the screens and need assistance, please refer to the poster information desk in the poster room.

The different poster-tracks will be labelled with the track number and the title of the track.

Moderate the session:

Briefly introduce each author and ensure that the presentation starts at the scheduled time. Adhere to the 8- minute per poster, i.e. 3 minutes presentation and 5 minutes discussion.

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 confounding 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.

Time keeping and moderator consistency:

Consistent time moderation at ESCAIDE is vital because:

- All authors should have equal and maximum opportunity to present their work and discuss it with the audience.
- Delegates are invited to move between concurrent poster sessions to catch presentations of interest. Strict time-keeping minimises disruption to the room, while maximising opportunity to attend a wide range of presentations.

Therefore, it is important that:

- Each author is given an eight minute ‘window’. Please ensure the 3’ presentation and 5’ discussion’ rule is respected for each author. For this purpose, we advise you to carry a stopwatch or other time keeping device; and
- Do not introduce alternative session design, such as holding all presentations consecutively, followed by a single discussion.

In the event that a poster presenter is absent, the moderator should invite the audience to view the poster and hold a short discussion during the allocated 8 minutes. This allows the remaining session to stay on schedule and attendees to hear designated speakers in other tracks of their choice, at the pre-scheduled time.

If the poster is unavailable, or a discussion in the absence of the author is not feasible, the moderator should invite a discussion on the topic in general, i.e. the subject track; and ask the audience to share views, experiences, etc.

Noise ‘management’ in the poster area

During each poster session, eight poster tracks will be running concurrently in the poster room. The e-poster system uses a sound system that minimises sound interference between the tracks. All efforts should be made to ensure that disturbances from other groups are minimized, and therefore we specifically ask you to kindly:

- Ask audience members not to clap after each presentation, but instead hold a single round of applause for all authors at the end of the session;
- Speak slowly and clearly, and invite the poster authors to do the same;
- Encourage the audience to gather round the poster being discussed, to ensure that everyone can hear the discussion, and to ‘trap’ the sound within the vicinity of each poster.

Session evaluation (EAN prize):

This is only for your information; no action is required from you as a poster session moderator. The EPIET Alumni Network (EAN) will award a prize to the best presentations (oral and poster) at ESCAIDE 2019. The poster sessions will be judged collectively by ESCAIDE delegates, who will be asked to vote for their favourite poster presentation during the conference.

We would kindly ask you to remind the audience to vote for their favorite poster. They can do this in the ESCAIDE App, under the “Information” tab (see EAN prize).

Prize winners will be announced during the ESCAIDE closing ceremony on Friday 29th November 2019.

Should participants want to get in touch with the poster presenters, they can do this by using the ESCAIDE App (using the “Contact Author” feature). The app will notify authors when a question or message has been submitted, and authors can then respond via email. We would kindly ask you to remind the audience of this feature at the end of the session.

Further information:

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