ESCAIDE online, ~~26-27~~ November extended to **24-27 November 2020!**
European Scientific Conference on Applied Infectious Disease Epidemiology

ecdc
EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL

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

ESCAIDE will start on 24 November with some abstract-led sessions and side events, and the main conference programme is taking place on 26 and 27 November (Thursday and Friday).

For the first time in its history, ESCAIDE will be organised as a completely online event. We therefore needed to create a new format, but one that will still allow you to present your research and contribute to a discussion. The 2020 conference format relies on oral presenters pre-recording their presentations in advance of the conference. Instructions on how to do this are given below. In addition, you will be invited for a *live* Q&A session (a *Fireside Panel*) during the days of the conference. We hope that this new format will maximise your opportunities to promote and disseminate your work to the ESCAIDE audience.

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 4-6 November**, 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 maximum 15 minutes which includes the recording of your presentation (max. 10 min) and a short technical check introduction (including sound and image adjustment).

Detailed information of this session will be sent in a separate email with instructions.

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 a prepared question, 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.

The moderator of a Fireside Panel will contact you at least one week in advance to suggest questions or discussion points that they may raise during the Fireside Panel. This will help you to prepare.

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

European Scientific Conference on Applied Infectious Disease Epidemiology (ESCAIDE)
Gustav den III:s Boulevard 40, 169 73 Solna, Sweden
escaide.conference@ecdc.europa.eu

www.escaide.eu

1/3

Step 3. During the Fireside Panels

The moderator introduces the overall theme of the topic-specific Fireside Panel and informs the audience that they have been in contact with each presenter to suggest a topic or question for discussion.

The session will then follow a predefined timetable, with the running order 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 the question agreed on beforehand.

- 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: Prepare your live connection to the conference (tech- check)

As the Fireside Panel is done live, you will also be invited for a tech-check. These checks are scheduled **between 20 October-2 November**. Our production team will help you improve sound and image and avoid some of the common technical issues.

Detailed information of this session will be sent in a separate email with instructions.

STEP 5. Register in the conference

On-line registrations will open on 2 November and close on 23 November. The registration is free of charge and it should take only a few minutes.

Link to **registration**

Once your registration is completed, 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 and complete your profile. 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 6. Promote your talk

ESCAIDE 2020 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 #ESCAIDE2020. We have social media visuals that you can use, just send us an email and we will send you the promotional images we have for the session you are presenting at.

European Scientific Conference on Applied Infectious Disease Epidemiology (ESCAIDE)
Gustav den III:s Boulevard 40, 169 73 Solna, Sweden
escaide.conference@ecdc.europa.eu

www.escaide.eu

2/3

Summary of actions

a. Participate in the *Tech-check* (deadline 20 October- 2 November 2020)

b. Pre-record your video (deadline 4-6 November)

c. Register in the conference and complete your profile (from 2 November to 23 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

Follow us on Facebook and Twitter @ESCAIDE

Contact details

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

European Scientific Conference on Applied Infectious Disease Epidemiology (ESCAIDE)
Gustav den III:s Boulevard 40, 169 73 Solna, Sweden
escaide.conference@ecdc.europa.eu

www.escaide.eu   3/3