ESCAIDE online, 16-19 November 2021
European Scientific Conference on Applied Infectious Disease Epidemiology

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DISEASE PREVENTION
AND CONTROL

A guide for fireside session moderators at ESCAIDE

What is a Fireside session?

In the context of ESCAIDE, a *Fireside session* is a live Q&A where the presenters are given the opportunity to discuss their work and answer questions from the audience.

Each oral abstract presenter will pre-record a 10-minute presentation (an *Abstract pitch*) that will be available on-demand in the ESCAIDE online platform (from 8 November onwards). Additionally, the presenters will be invited to a *Fireside session*. During the *Fireside session*, no formal presentation or PowerPoints are required. The moderator will be chairing a Q&A panel and will ask the presenters to elaborate on some specific aspects. Each abstract presenter intervention takes about 6 minutes.

Preparing your *Fireside session* moderation

You will have 4 or 5 abstracts presenters in your panel. To prepare for your session, we encourage you to view the pre-recorded *Abstract pitches* of your panel. You can also contact the presenters via the *Swapcard* platform to suggest questions or discussion points you may raise during the panel. This is not mandatory, but we advise you to do it as that would help them to prepare and would add relevance to the discussions.

The online platform will go live one week before the conference (8 November). Make sure you are registered at ESCAIDE before that and you will receive an email giving you access to the platform and allowing you to view the *Abstract pitches*, read the abstracts, and prepare your moderation.

During a *Fireside session* moderation

The moderator introduces the overall theme of the topic-specific *Fireside session* and encourages the audience to ask questions to the panel in the *chat function*.

The *Fireside session* follows a running order as defined in the conference programme. Before the start of the live Q&A, there is scheduled time in the programme for the audience to watch the recorded presentations on Swapcard.

In the live Q&A, each presenter intervention (**6 minutes total**) comprises:

- · **2 minutes** to introduce themselves and the work they are presenting.
- · **2 minutes** of moderator-led discussion
- · **2 minutes** for a supplementary question from the audience.

Make sure that the presenters 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. Also, be prepared with questions in case of lack of questions from the audience.

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During the conference programme, about 1h30 min is scheduled for each Fireside session, with the first 45 minutes provided for the audience to watch the Abstract pitches of the session. This is followed by the Fireside session, lasting 30 minutes, but we allow for 15 minutes extra time, in case that is needed.

Advise the presenters to follow up unanswered questions in the "Questions" box any time after the session and remind everyone that the recording of the live session will be available on the platform by the end of the day (for morning sessions) or on the day after (for afternoon sessions).

After a *Fireside session* moderation

At the end of each day at ESCAIDE, there will be a wrap-up session in which a summary of the key points of the day is presented. We therefore **ask for you to write a summary of the highlights of your live Q&A** and send it to escaide.conference@ecdc.europa.eu after the session so that this can be included in the wrap-up talk and in communications about the event. Please let us know if this won't be feasible so that we can find a rapporteur to cover this role.

Preparation for the live connection

Situation A: If you are NOT staff at ECDC

As an external moderator you will be invited to an "onboarding" activity where our technical staff will brief you on technicalities and logistics related to a live intervention into the conference. You will be invited to schedule an onboarding session on confirmation of your participation in the conference. This session is organised between 1 and 12 November and will take about 30 minutes. In this session we will:

- Help you setup your equipment and test your internet connection
- Test sound and image
- Give you tips for location, lighting, position of camera, etc.
- Review the process for the conference day
- Answer your questions

After your "onboarding" session is completed, we will send you a calendar invitation indicating the day and time of your session as well as the connection link. Please note that the calendar invitation will be scheduled 30 minutes in advance, so we make sure that there is enough time to handle the technical pre-check before you go live.

Situation B: If you are ECDC staff

A studio will be set up at ECDC premises during the conference, to be used by ESCAIDE speakers and moderators who are staff at ECDC. We encourage you to moderate your session from the studio as it improves audio-visual quality and removes the need for a pre-scheduled onboarding session. Our production team will brief you in the day of the conference. We will make sure that social distancing measures are implemented and respected.

If you would prefer to moderate your session remotely, **please let us know as soon as possible** and so that we can arrange an onboarding session.

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Register in the conference

You need to register to the conference to access the online conference platform. The registration is free of charge and it should take only a few minutes.

Registrations are open until 12 November, but we encourage you to register by 8 November, when the platform goes live, to view the abstract pitches and prepare your session. You will then also be able to edit your profile, which will be linked to your session.

Register here

Help us to promote ESCAIDE

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. Participate in "onboarding" (not required if you will be at the ECDC studio) (from 1 to 12 November)

b. Register for the conference and complete your profile (by 8 November)

c. Access the conference online platform (*Swapcard*) to view the Abstract pitches from your session, read the abstracts and prepare your moderation (recommended from 8 November onwards)

d. Connect live to your designated *Fireside session* (or join from ECDC premises)

e. Engage with participants

f. Send a summary of the highlights of your session to escaide.conference@ecdc.europa.eu, at latest by 17.00 CET of the day of your designated *Fireside session*.

Stay connected

Check our website guidelines section, where you can also view the guidelines for the abstract presenters in your session. 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

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