

Fireside session moderator guidelines

What is a Fireside session?

Fireside sessions at ESCAIDE are presentations and discussions of abstracts accepted as oral presentations, grouped by theme. Each Fireside will follow a running order of the presentations as defined in the conference programme.

These sessions not only help showcase the latest research and inform ESCAIDE participants of developments in a range of fields, but also foster connections between attendees, researchers, and organisations intrigued by the findings, opening doors to potential future collaborations.

Fireside sessions are scheduled for 90 min, with 5-6 oral abstract presentations. Each presenter will have an up to 15-minute intervention during the session, comprised of:

- 7 minutes to introduce themselves and present their work (can be accompanied by slides)
- 5 minutes of moderator-led discussion, based on questions prepared by the moderator
- 2 minutes for a supplementary question from the moderator or from the audience

Preparing your *Fireside session* moderation

Your session will include 5 or 6 abstract presentations. The organisers will send you the abstracts designated for your session. Here are steps to aid in your preparation:

- Consult the [Guidelines for oral presenters](#), paying special attention to content and structure expected from the presenters.
- Read the abstracts and prepare one or two questions for each presenter to ensure continuous engagement, especially if the audience isn't asking many questions.
- Attendees will submit questions via Swapcard's chat feature. As a moderator, it's your role to monitor these questions, choose the most relevant ones, and use them to guide the discussion around:

Methodology (validity of methods, selection of cases/controls, etc.)

Validity of conclusions and alternative hypotheses (valid interpretation of results, possible confounding or sources of bias)

Public health consequence, and how the work supports public health action.

Contribution of the work to the current knowledge domain.

The EU context of the work; i.e. broad implications for EU citizens.

- Consider connecting with presenters beforehand via Swapcard. While optional, providing potential questions or discussion topics in advance can enhance the session and help presenters prepare more effectively.

Before the Fireside session

The Speakers' Room, located in Sala 8 on Level 2, is open from 08:00 to 16:30 for your quiet preparation.

Please arrive 30 minutes early to your session to get set up in the auditorium, familiarise yourself with the AV and stage, and get your microphone sorted.

The technical team will be on hand for any additional assistance you might need. You'll also have access to a dedicated iPad to monitor audience questions via Swapcard during your session.

To introduce each presenter during the session, we encourage you to check beforehand the correct pronunciation of their name. Be mindful of the running order of presenters in the programme.

During the Fireside session

Begin the session by introducing the Fireside session's central theme. Follow the sequence of presentations and discussions as outlined, ensuring each presenter has their allocated time. Your role includes facilitating a 5-minute Q&A after each presentation, plus an additional 2 minutes for audience questions. Please keep track of time to ensure a fair and smooth session for all presenters.

Q&A with the audience: To ensure equal opportunities for both onsite and online participants to engage and ask questions, we recommend everyone uses the Swapcard chat function to leave questions for presenters. As the moderator, you will have an iPad to easily view and select questions, ensuring a balanced and inclusive discussion.

End of the Fireside session

At the end of the session, encourage presenters to revisit and respond to any remaining questions in the Swapcard chat post-session.

Write a summary with highlights from your session

After each ESCAIDE day, we recap the standout moments in a daily summary. We'd appreciate if you could draft a concise overview of your *Fireside's* highlights and email it to escaide.conference@ecdc.europa.eu. If you can't, please inform us ahead of time, and we'll appoint a rapporteur for the task.

Attendance to ESCAIDE

As a moderator, your presence at ESCAIDE is essential. Please make sure you are registered to attend the conference. If circumstances change and you can't attend in person, please notify us immediately so we can arrange an alternative.

Help us to promote ESCAIDE

ESCAIDE 2023 is promoted on the ESCAIDE social media channels ([Twitter](#), [Facebook](#), [LinkedIn](#)). Please help us to spread the word by announcing your participation in your social media channels, by using **#ESCAIDE2023**. [Online registrations](#) are open for everyone until the event date. Share this opportunity with your colleagues!

Contact details

For any questions you might have, please contact the ESCAIDE organisers at escaide.conference@ecdc.europa.eu.

Additional event information

Conference programme: Visit our website to view the [ESCAIDE 2023 programme](#), showcasing plenary sessions, 200+ abstract presentations, a poster gallery, and various side events.

Event online platform ([Swapcard](#)) will contain the programme with session live-streams and recordings, abstracts to view, participants to connect, an e-poster gallery, and virtual info-stands. Swapcard is available in the web browser and as a mobile app.

Venue access: Only registered attendees can enter the conference venue. Ensure you present your entrance voucher code, emailed to you prior to the event, to obtain your conference badge, which must be worn at all times to access the venue. For directions and more venue details, visit [ESCAIDE Attendance Information](#).

Cloakroom and storage room will be operational throughout the event. For security reasons you should not leave personal belongings unattended.

Meals and refreshment: complimentary water dispensers will be available, as well as running coffee/tea in the coffee area. Catering services include coffee break in the morning and afternoon and buffet lunches. A networking cocktail will be offered at the end of the first day.

Internet and printing facilities: For your convenience printing facilities will be available at the venue for free use, as well as free wi-fi.

Complementary visits to the National Art Museum of Catalonia: As an ESCAIDE participant, you have free entry to the MNAC simply by displaying your badge. Additionally, guided tours are available.

Continuing Medical Education (EACCME®) credits: ESCAIDE is accredited by the European Accreditation Council for Continuing Medical Education (EACCME®). To claim CME credits and receive a certificate, attendees must participate in the sessions (either online or in-person) and complete the post-conference feedback survey. This survey, accessible through email and the Swapcard platform, remains open until 7 December (23:59 CET).

