

Guidelines for Poster tour moderators

Poster tours

Abstracts accepted in poster format to ESCAIDE are presented in *Poster tour* sessions, in a hybrid format. These sessions highlight recent research and developments across various fields, fostering connections and potential collaborations between presenters and the audience.

Poster tours at ESCAIDE are 45-minute parallel sessions featuring 5-6 poster abstract presentations in each session, with the order detailed in the [conference programme](#). Each presenter, whether in-person or remote, is allocated a segment of up to 7 minutes.

In-person presenters will:

- Use 2 minutes for self-introduction and a concise presentation of their work, with their poster displayed on the terminal.
- Participate in a 5-minute, moderator-led Q&A session, addressing questions from both on-site and online audiences, submitted via the ESCAIDE app, Swapcard.

Remote presenters have 5 minutes for their presentations, with no live Q&A participation. Moderators should spend the next 2 minutes summarising chat questions, asking additional questions, or encouraging the remote presenter to answer queries via chat, even post-session.

This adjustment in format for remote poster presentations is necessary due to technical challenges in synchronising interactions between online and onsite participants. Your patience and effort in ensuring a smooth experience for everyone is greatly valued.

Hybrid poster tours

	<i>In-person</i>	<i>Online</i>
<i>Moderators</i>	Use iPad to manage questions from both on-site and online audiences via Swapcard.	Moderators must be physically present. Online participation not applicable.
<i>Presenters</i>	Stand by dedicated ePoster screen, located on Level 0 of the venue. Posters are displayed on ePoster screen and on Swapcard in the respective Poster Tour. 7-minute presentation: 2 minutes for brief overview, 5 minutes for moderated Q&A with questions from all attendees. Use wireless microphone for live presentation to both on-site and online attendees.	Pre-record presentations. Posters are displayed on ePoster screen and on Swapcard in the respective Poster Tour. 5-minute pre-recorded presentation, followed by 2-minute moderated Q&A using chat questions. Must respond to questions in writing, cannot connect live, via Swapcard.
<i>Audience</i>	View posters on dedicated ePoster screen, located on Level 0 of the venue. Use specific headsets for live or pre-recorded presentations. Submit questions via Swapcard, ensuring to address the poster presenter directly by using their name.	View poster PDFs on Swapcard in the respective Poster Tour. Submit your questions via Swapcard in the chat of the respective Poster Tour session, ensuring to address the poster presenter directly by using their name.

Preparing your *Poster tour* moderation

The organisers will send you the abstracts designated for your session. Here are steps to aid in your preparation:

- Consult the '[Guidelines for poster presenters](#)'. This gives insights into the presenters' content and structural expectations.
- Read the abstracts and prepare one or two questions for each presenter to ensure continuous engagement, especially if the audience doesn't have any queries.
- Participants will pose questions in the chat through Swapcard during the session. Your responsibility as a moderator is to oversee these incoming queries and select pertinent ones to address. Guide discussions around:
 - 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.
 - 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.
- Beware that online presenters are only using the chat in Swapcard to respond any questions and their presentation time is 5 minutes. Your intervention in this case is only for 2 minutes where you are invited to comment on the presentation and read possible questions from the chat.

Before the *Poster tour*

Please arrive at the Poster Area at least **20 minutes before the session starts**, to meet the presenters and get acquainted with the technical equipment. All posters are pre-loaded on the designated ePoster terminal.

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

Our technical team will be available for any assistance. Additionally, you'll have a dedicated iPad to track audience questions from the Swapcard session page during the tour.

During the *Poster tour*

Begin by highlighting the central theme of the Poster tour. Subsequently, indicate the presenters by order of intervention, allowing them a 2-minute slot for their abstract presentation. After each talk, you'll have 5 minutes to engage in a discussion with the presenter using your prepared questions and those from the audience, accessible on the Swapcard session page.

All participants, whether in-person or online, should pose their questions via Swapcard as this makes it easier to monitor incoming questions from both audiences.

Please note, remote presenters have a 5-minute pre-recorded presentation slot and will respond to questions in writing, not live. Remind them to answer their questions post-presentation.

As a moderator, maintaining punctuality is crucial. Ensure presentations adhere to their time limits, guaranteeing every presenter has an equal chance to present and discuss their work.

End of the Poster tour

At the end of the session, encourage presenters to revisit and respond to any remaining questions in the Swapcard chat post-session. Also, prompt attendees to further engage with presenters either in-person during the conference or through the session's chat feature.

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 *Poster tour'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 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!

More information about the conference

You can find all information about the conference on our website: www.escaide.eu

Please don't hesitate to get in touch with the ESCAIDE organisers with any questions at escaide.conference@ecdc.europa.eu

Many thanks to you for your role as moderator at ESCAIDE 2023!

