

# Guide for remote poster presenters

Preparing a remote poster presentation now includes an extra step: pre-recording. This adjustment is essential to overcome technical challenges in coordinating interactions between online and onsite participants. We appreciate your patience and effort in contributing to a seamless experience for everyone.

## Poster tours

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.

## Hybrid poster tours

|                   | <i>In-person</i>  | <i>Remote</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.<br><br>Posters are displayed on ePoster screen and on Swapcard in the respective Poster Tour.<br><br>7-minute presentation: 2 minutes for brief overview, 5 minutes for moderated Q&A with questions from all attendees.<br><br>Use wireless microphone for live presentation to both on-site and online attendees. | Pre-record presentations.<br><br>Posters are displayed on ePoster screen and on Swapcard in the respective Poster Tour.<br><br>5-minute pre-recorded presentation, followed by 2-minute moderated Q&A using chat questions.<br><br>Must respond to questions in writing via Swapcard, cannot connect live. |
| <i>Audience</i>   | View posters on dedicated ePoster screen, located on Level 0 of the venue.<br><br>Use specific headsets for live or pre-recorded presentations.<br><br>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.<br><br>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.  |

## Confirming your attendance: in-person OR online

All poster presenters require registration. Should you have not completed your registration, please do so, by latest **30 October**, Complete your registration here: [Registration \(escaide.eu\)](https://escaide.eu/Registration). No fees are collected.

Ahead of the conference, you will receive an email from [noreply@swapcard.com](mailto:noreply@swapcard.com) with instructions to access the conference platform, [Swapcard](https://swapcard.com). Ensure this email address is saved in your contacts to avoid it being marked as spam. On Swapcard, you can set up your speaker profile, browse abstracts, sessions, and connect with other participants.

If circumstances change and you can't attend anymore, please notify us immediately. Should there be a replacement for you, please let us know so we can make the necessary changes in the programme.

## Submit your ePoster

Please make sure you have submitted your poster in the ePoster Submission portal. You have been sent an invitation with further details from [customer@postersessiononline.eu](mailto:customer@postersessiononline.eu). Deadline for submissions is **30 October 23:59 CET**.

## Pre-record your intervention

As an online presenter, we kindly ask you to pre-record your poster presentation. Please book a 20-minute recording session using this link: [ESCAIDE 2023 - Session Recording - EPEAK Studio](https://escaide.eu/ESCAIDE-2023-Session-Recording-EPEAK-Studio).

Time slots are available from today until **11 November**, please make sure to book your session by **3 November**.

Your presentation recording cannot exceed 5 minutes, with the extra time allocated for setup, technical checks with our support staff, and resolving any issues that may occur.

Be mindful of your recording time and practice beforehand. Our production team will capture your presentation in a single take during the recording session. For the best audio quality, we recommend using in-ear devices such as a headset, headphones, earphones, or AirPods to prevent any echo or sound loops.

## During your poster tour

Refer to the [ESCAIDE programme](https://escaide.eu/ESCAIDE-programme) to confirm the timing of your presentation. Use Swapcard to join your session by clicking "Join session." This will allow you to view and listen to all poster presentations within the session.

During your assigned time slot, your 5-minute pre-recorded presentation will automatically play on Swapcard. Following your presentation, the moderator will take 2 minutes to highlight questions from the chat related to your work and add any additional comments.

Since you won't be able to respond verbally to questions, please stay engaged with the session on Swapcard, actively watch the chat, and reply in writing to any inquiries directed at you using the chat function.

## Promoting ESCAIDE

ESCAIDE 2023 is promoted on the ESCAIDE social media channels ([Twitter](https://twitter.com/escaide), [Facebook](https://facebook.com/escaide), [LinkedIn](https://linkedin.com/company/escaide)). Please help us to spread the word by announcing your participation in your social media channels, by using **#ESCAIDE2023**

## Summary of actions

- a. Register for the conference (until 30 October)
- b. Submit your poster (until 30 October 23:59 CET)
- c. Book a pre-recording session (3 November)
- d. Pre-record your presentation (11 November)
- e. Connect to the conference platform and to your poster session according to the programme

## Other relevant guidance

This guide aims to help you preparing your remote poster presentation. For a better understanding of poster presentations, please refer to the [ESCAIDE Guidelines](#), including specific sections for poster presenters and poster tour moderators.

## Contact

For any questions you might have, do not hesitate to contact the ESCAIDE organisers at [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu). For any updates on the Conference, visit our website at: [www.escaide.eu](http://www.escaide.eu).

