



# Fireside session moderator guidelines 2022

Abstract session moderators are an essential part of the success of ESCAIDE, so we are very grateful for your contribution to the conference.

## What is a Fireside session?

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

The *Fireside sessions* help showcase the latest research and studies and inform ESCAIDE participants of developments in a range of fields. The presentations also create opportunities to connect with individuals and organisations that are interested in the research results and explore future collaborations. The format for these sessions is designed to help with both these objectives.

*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

In the conference programme, *Fireside sessions* will be held in parallel, with two running at a time. There are 9 *Fireside sessions* taking place this year, which have been grouped by theme and distributed in the [conference programme](#).

## How will the *Fireside sessions* work in hybrid?

This year, ESCAIDE is hybrid for the first time. This will impact the session format, and your role as a moderator also involves engaging both the online and in-person presenters and audience.

The physical session will take place in a auditorium fitted with a audio-visual studio to facilitate the live streaming to the ESCAIDE online platform, hosted by [Swapcard](#).

**Oral abstract presenters have mostly registered to present in-person, but some will be presenting online.** The moderator and in-person presenters will be on a stage, in front of a screen on which presentations and online presenters will be displayed. Online presenters will join the session through an MS Teams link, which will allow their audio and video to be streamed into the physical session during their presentation. The online audience will watch the embedded live stream on the session page on the Swapcard online platform and mobile app.

## Preparing your *Fireside session* moderation

Your session will include 5 or 6 abstract presentations. At least one week before the conference we will send you the abstracts for your session. To prepare for your session, we encourage you to read the abstracts and prepare 1-2 questions for each presenter. **Please also consult the [Guidelines for oral abstract presenters](#)** to have an idea of what is expected from the presenters, in particular their presentation **content and structure**.

As a moderator, you are encouraged to lead discussion on:

- Specific content of the talk, such as:
  - 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.
- How the work relates to the existing knowledge base in the area concerned.
- The EU context of the work, i.e., broad implications for EU citizens.

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, that could certainly help them to prepare and would add relevance to the discussions.

## Before the Fireside session

Moderators and in-person presenters are asked to arrive at their session room at least **15 minutes before the session starts**, to meet the presenters and to become familiar with the room. PowerPoint presentations will be made available by the technical team in the room.

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 and timings.**

## During the Fireside session

When opening the session, you should introduce the overall theme of the topic-specific *Fireside session*. Each abstract presentation will take place consecutively, following the structure described above.

After each abstract presentation, as a moderator you have 5 minutes to lead a discussion with the presenter based on your own questions, followed by 2 minutes for a supplementary question from the audience.

**Timekeeping is an important part of the role of the moderator**, so please ensure the presentations are kept to time to ensure all presenters have equal opportunity to present and discuss their work.

### *Q&A with the audience*

To make it easier for you to monitor incoming questions and ensure that questions from the online audience are not overlooked, both online and in-person audience should ask questions through the Swapcard app on their mobile device or laptop. **You will have an iPad to monitor them and select which ones to ask the presenters.**

## End of the Fireside session

Advise the presenters that they can follow up any unanswered questions remaining in the questions function at any time after the session. Encourage the audience to continue the discussion with presenters by contacting them in the Swapcard app, or in the chat function of the session.

Please encourage the audience to vote for the best abstract presentation, using Swapcard.



## Write a summary with highlights from your session

At the end of each day at ESCAIDE, a written summary will be produced and 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 brief summary of the highlights of your session** and send it to [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu) as soon as possible 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.

## Registration to ESCAIDE

**As a moderator, please ensure that you are registered to attend ESCAIDE in-person.** If you are not yet registered, please contact the ESCAIDE team: [escaide.conferece@ecdc.europa.eu](mailto:escaide.conferece@ecdc.europa.eu).

**If for some reason, at a later stage, you are unable to be physically at ESCAIDE,** please inform us as quickly as possible and we will make the necessary arrangements for your remote moderation.

## Help us to promote ESCAIDE

ESCAIDE 2022 is promoted on the ESCAIDE social media channels ([Twitter](#), [Facebook](#)). Please help us to spread the word by announcing your participation in your social media channels, by using **#ESCAIDE2022**.

## More information about the conference

You can find all information about the conference on our website: [www.escaide.eu/en](http://www.escaide.eu/en).

Please don't hesitate to get in touch with the ESCAIDE organisers with any questions at [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)

*Many thanks to you for your role as moderator at ESCAIDE 2022!*