



# A guide for moderators at ESCAIDE

For the first time in its history, ESCAIDE will be organised as a completely online event. We therefore needed to create a new format for abstract authors to present their work, but one that will still allow them to present their research and contribute to a discussion.

The 2020 conference format relies on oral presenters pre-recording their presentations in advance of the conference. In addition, they will be invited for a *live* Q&A session (a *Fireside panel*) during the days of the conference. This document aims at helping you preparing your moderation at a *Fireside panel* at ESCAIDE.

## What is a Fireside panel?

In the context of ESCAIDE, a *Fireside panel* is a *live* Q&A where the presenters are given the opportunity to discuss their work and answer questions. A *Fireside panel* offers opportunities to the audience to gain more insight on the abstract presentations in an informal setting, while engaging in discussion and debate.

Each oral abstract presenter will pre-record a 10 minutes presentation that will be available on-demand in the ESCAIDE online platform. Additionally, the presenters will be invited to a *live Fireside panel*. During the *Fireside panel*, no formal presentation or PowerPoints are required. The moderator will be chairing the panel and will ask the presenters to elaborate on some specific aspects.

Each panel lasts from 30 to 40 minutes, depending on the number of abstracts presented (4 or 5). Each abstract presenter intervention takes about 6 minutes.

## Preparing your *Fireside panel* moderation

As a moderator of a *Fireside panel*, you are encouraged to contact the presenters in your panel to suggest questions or discussion points you may raise during the panel. This will help them to prepare and will add relevance to the discussions.

You will have 4 or 5 abstracts presenters in your panel. We will send you their email addresses at least one week before the conference. Please do get in touch with them and prepare the panel.

## During a *Fireside panel* moderation

The moderator introduces the overall theme of the topic-specific *Fireside panel* and informs the audience that they have been in contact with each presenter to suggest a topic or question for discussion. The moderator should also encourage the audience to use the *chat function* to ask questions to the panel.

The *Fireside panel* follows a predefined timetable, with the running order as defined in the conference programme. In total, each intervention for the *Fireside panel* **will be up to 6 minutes**.

This means each presenter intervention comprises:

- **2 minutes** to introduce themselves and the work they are presenting.
- **2 minutes** of moderator-led discussion, based on the question agreed on beforehand.
- **2 minutes** for a supplementary question from the moderator or from the audience.

Please 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.

## Preparation for the live connection

Moderators are offered an “onboarding” session that is organised in order to give practical and technical instructions on the live connection that will happen during the event.

**Situation A: If your *Fireside panel* is scheduled on 24 and 25 November, your connection can be done either from your office at ECDC or your home office, and “onboarding” IS required.**

As a moderator in a *Fireside panel* on 24 or 25 November, 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. This session is organised **between 9 and 13 November** and will take about 30 minutes. In this session we will:

- Help you setup your equipment
- Make sure you sound good for the conference
- Make sure you look good for the conference
- 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 you will be connected live into the conference 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 your *Fireside panel* is scheduled on 26 and 27 November, you have the possibility to connect from ESCAIDE studio at ECDC premises, and “onboarding” is NOT required**

The plenary sessions of ESCAIDE will happen on 26 and 27 November and during those days we will have a small audio-visual studio at ECDC premises that can also be used by moderators of abstract sessions.

Therefore, if your session is scheduled for those days, we encourage you to come to the building and moderate your session from the studio. We will make sure that social distancing measures are implemented and respected. In this case, you will not need to have an “onboarding” session and our production team will brief you in the day of the conference.

## Register in the conference

On-line registrations will open on 2 November and close on 23 November. The registration is free of charge and it should take only a few minutes.

Link to [registration](#)

## Help us to promote ESCAIDE

ESCAIDE 2020 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 #ESCAIDE2020. We have social media visuals that you can use, just send us an email and we will send you the promotional images we have for the session you are presenting at.

## Summary of actions

- a. Participate in “onboarding” (9 November - 13 November)
- b. Contact the presenters in your panel and prepare the discussion (from 16 to 23 November)
- c. Register in the conference and complete your profile (from 2 November to 23 November)
- d. Connect live to your designated *Fireside panel*
- e. Engage with participants

## Stay connected

Check our website [guidelines section](#)

Subscribe the ESCAIDE newsletter by sending an email to [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)

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## Contact details

For any questions you might have, don't hesitate to contact the ESCAIDE organisers at:  
[escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)