



Guidelines for Poster tour moderators 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 Poster tour?

Abstracts accepted in poster format to ESCAIDE are presented and discussed in live *Poster tour* sessions. These 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.

Poster tours are scheduled for 45 minutes, with 5-6 poster abstract presentations (following a running order defined in the detailed [conference programme](#)). Each presenter will have an **up to 7-minutes** intervention during the session, comprised of:

- 2 minutes to introduce themselves and present their work, with their poster displayed on the terminal
- 5 minutes of moderator-led discussion, based on questions prepared by the moderator and from the audience

The time available is too short for a full discussion on the research, therefore the main aim of the *Poster tour* is to set up connections between the researchers and interested participants. We hope that after the tour, participants will contact the authors to further discuss the research.

How will the sessions work in hybrid?

This year, ESCAIDE is hybrid for the first time. This will impact the session format, and your work as a moderator, to involve and engage both the online and in-person presenters and audience.

in-person:

- The *Poster tours* will take place in the poster exhibition hall in the Münchenbryggeriet venue.
- The in-person audience will gather around a ePoster terminal, where each poster will be displayed.
- The moderator and the in-person audience will have headsets to be able to hear clearly in-person and remote presenters.
- In-person presenters will speak into the microphone and be able to control the ePoster terminal screen, using a connected iPad, allowing them to zoom in on certain areas.
- **As only the audio is live streamed online during the session**, it is important that the moderator and in-person presenters speak into the microphone so that they can be heard by the online audience.

online audience:

- The online audience will access the session audio by joining an MS Teams meeting (accessed through the *Poster tour* page in Swapcard) and will view the posters by opening the PDFs on their computer.
- Remote poster presenters will join the MS Teams meeting through the Swapcard platform. Their poster will be displayed on the ePoster terminal, and their audio transmitted to the in-person audience. It is therefore important that the online audience have their microphones and cameras off at all times to avoid interruptions.
- **Remote poster presenters and online audience will not have a visual live stream of the ePoster terminal**, so it is important that presenters are clear to which part of the poster they are discussing, as the audience will not see visual clues such as pointing.



Preparing your *Poster tour* moderation

You will be sent the abstracts and posters for your session one week before the conference. 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 poster 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 *Poster tour*. This is not mandatory, but we advise you to do it as that would help them to prepare and would add relevance to the discussions.

Before the *Poster tour*

Moderators and in-person presenters are asked to arrive at the poster exhibition room at least **15 minutes before the session starts**, to meet the presenters and to become familiar with the technical equipment. The posters will be submitted in advance by presenters available on the ePoster terminal assigned to your *Poster tour*. The technical support team will be on hand to help you set up.

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.

You will have an iPad (separate to the presenter's iPad) to monitor questions from the audience that are posted in the 'questions' function of the session page of your *Poster tour* on Swapcard.

During the *Poster tour*

When opening the session, the moderator introduces the overall theme of the *Poster tour*.

Each abstract presentation will take place consecutively, following the structure described above. Introduce the presenter and allow them their 2 minutes to present their abstract. After a presenter has presented their abstract, as a moderator you have 5 minutes to lead a discussion with the presenter based on your own questions and from the audience. You can view the audience questions on the Swapcard session page.

Both online and remote participants should ask their questions on the Swapcard app, as this makes it easier to monitor incoming questions from both audiences.

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



End of the Poster tour

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

Advise the presenters that they can follow up 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.

Write a summary with highlights from your session

At the end of each day at ESCAIDE, the key points of the day will be published in a written summary and discussed in the wrap-up session. We therefore **ask for you to write a summary of the highlights of your Poster tour** and send it to escaide.conference@ecdc.europa.eu after the session so that this can be included. 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.

If for some reason, at a later stage, you are unable to be physically at ESCAIDE, please inform us as quickly as possible.

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. [Online registrations](#) are open to all until the event.

More information about the conference

You can find all information about the conference on our website: 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

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