GUIDELINES FOR MODERATORS

The chairpersons of a session at ESMRMB 2019 are a vital part of the success of the congress as a whole and the individual sessions in particular. The information enclosed is an attempt to assist you. We are grateful for constructive feedback.

BEFORE THE CONGRESS

- ☐ All abstracts (**Book of Abstracts**) are available at www.esmrmb.org from **September 26, 2019**.
- ☐ The detailed programme, incl. information about sessions and abstracts, will be available in the **ESMRMB 2019 App** (download through the App Store or Google Play Store).
- ☐ If the session(s) you are chairing allow(s) for discussion time, prepare at least one question for each presentation. More details regarding session types can be found below.
- ☐ If you are unable to attend the meeting, please call the ESMRMB Office (+43 1 533 40 64 915) immediately.

AT THE CONGRESS VENUE

- ☐ In case of any questions please visit the registration desk at the entrance or the preview centre on level 3.

YOUR SESSION

- ☐ Arrive 10 minutes before the session starts to meet the presenters.
- ☐ Introduce yourself and announce the field and topic of the session.
- ☐ Please fill in and return the **session report** to the room assistant after the session. Make sure to note all no-shows and presenter changes that have occurred in your session. Return your report even if no changes have occurred.
- ☐ Take charge of the session. Make sure speakers do not exceed their allotted speaking time. Time limits need to be applied strictly to guarantee the order of the programme.
- ☐ If the session you are chairing allows for discussion time, take charge of the discussion period. Recognise questions from the audience and allow each person to participate in the discussion if she/he would like to do so. Ask her/him to introduce herself/himself and to speak slowly into the microphone. Repeat the question if necessary.

IN CASE OF A NO-SHOW

Teaching Sessions, Scientific Session, Combined Teaching & Scientific Sessions

- ☐ If a presentation cannot be given or if a speaker does not show up, use this time to start a discussion so that the next presentation can take place on schedule. Please **stick** to the time listed in the Final Programme (ESMRMB 2019 App). Note these occurrences in your session report.

Plenary Sessions, Lightning Talks

- ☐ If a presentation cannot be given or if a speaker does not show up, **please modify the timing** of the presentations of the following speakers to ensure that there is no empty timeslot between speakers. In case of a no-show the session **may end earlier.** Note these occurrences in your session report and return the report to the room assistant after the session.

SESSION TYPES

PLENARY SESSIONS

☐ Briefly introduce the Plenary Session and the invited speakers and remind speakers of the time limit.

TEACHING SESSIONS

☐ Briefly introduce the Teaching Session and the invited speakers and remind speakers of the time limit.

☐ Please bear in mind that the audience attends the session for educational purposes and make sure that the pace of the presentations is adjusted accordingly.

☐ Try to encourage discussion by raising questions to the presenters.

☐ If a presentation cannot be given or if a speaker does not show up, use this time to start a discussion so that the next presentation can take place on schedule. Please **strictly stick** to the time listed in the Final Programme. Note these occurrences in your session report.

SCIENTIFIC SESSIONS

☐ Briefly introduce the Scientific Session and the speaker and remind speakers of the time limit.

☐ Please make sure that the speakers do not exceed their allocated speaking time: **8 min. talk and 2 min. discussion time.**

☐ In case your session involves a presentation of a Young Investigator Award Finalist, please consider the extended speaking time as following: **16 min. talk and 4 min. discussion time**.

TEACHING & SCIENTIFIC SESSIONS

☐ Briefly introduce the Teaching & Scientific Session, the invited introductory speaker as well as the other speakers and remind speakers of the time limit.

☐ If a presentation cannot be given or if a speaker does not show up, use this time to start a discussion so that the next presentation can take place on schedule. Please **strictly stick** to the time listed in the Final Programme. Note these occurrences in your session report.

☐ Please make sure that the speakers do not exceed their allocated speaking time: **8 min. talk and 2 min. discussion time.**

LIGHTNING TALKS

☐ Speakers at Lightning Talk Sessions with an accepted electronic poster or traditional paper poster were asked to prepare a PowerPoint Presentation (max. 3 slides, including title slide for a 2 min. presentation with no discussion). The aim of their presentation should be a short teaser for their poster. Please kindly note that due to the number of presentations per session, breaks between presentations should be kept as short as possible. Therefore, the presenters were informed to stay close to the stage. Furthermore, they have been asked to have a look at the Final Programme in order to get familiarised with the speakers and sequence of their session, to minimise the break between presentations.

☐ Please ask presenters to stay nearby, so that already 2 presenters are lined up on the side of the stage and no time is lost

☐ Please make sure that the speakers do not exceed their allocated speaking time of 2 minutes presentation, there will be no discussion.

☐ Please announce each presenter with their name and their talk title.

☐ Please announce that the Meet-the-author slot will take place after the session of the presented posters (in the ePoster and Paper Poster Area).