



## Guidelines for Oral Poster Discussion Chairs

- ➔ Please check in at the Speakers' Centre at least **4 hours** before the start of your session
- ➔ Chairpersons are required to collect their final session schedule and important security information and instructions at the Speakers Centre.

Each oral poster discussion consists of 5-6 abstracts. There will be 30 minutes for presentation and 30 minutes of chaired discussion. Presenters have been asked to prepare a poster and a very brief PowerPoint presentation (maximum 2-3 slides) that summarizes their poster. Each presentation should take up to 5 minutes. The posters will be displayed Monday-Thursday in an area just outside the poster discussion session rooms.

Your role as chairperson is the key to a successful poster discussion, and your task is to guide the session to achieve its intended purpose in the time available. This includes:

- Preparing well with presenters and others before the conference.
- Introducing presenters and managing the timing during the session.
- Making sure that the session promotes dialogue, and respectful and productive interaction.
- Managing audience contributions, questions and answers. As moderator your speaking time is limited, make sure to give space to presenters and audience.
- Making interventions to move thinking forward and promote dialogue such as: making links between points made by speakers / other contributors; bringing in different perspectives; managing conflicting viewpoints; noting where there is agreement / common ground or disagreement; noting key ideas / proposals / agreements for action; summing up areas of agreement and disagreement and next steps.
- Thanking presenters and audience at the end of the session, inviting the audience to view the posters in the exhibition outside. We encourage you to ask presenters to stand next to their posters after the session and address any further questions.

### Preparation beforehand:

- If the session is co-chaired, please make contact with your co-chair to agree on your respective roles. His or her name and email address can be found on the session description, see link.
- Familiarise yourself with the abstracts before the session. Make contact with the poster presenters ahead of time. You can access the abstracts and the authors' contact details via the link that was forwarded to you by email.
- The presenters have been informed that you will ask them to send you their PowerPoint presentation and talking points before the conference. This is to support you in your preparations – the presenters are still responsible for uploading their presentations at the Speakers Centre onsite.
- Please contact the point person for any questions about the session and for your preparation.
- Prepare questions that will stimulate audience participation and interaction.



**At the Conference:**

- Check in at the Speakers' Centre at least 4 hours prior to the start of your session. You will be notified of any last minute changes to the session.
- You may want to meet up with the session's point person and poster presenters ahead of your session, and run through the 'choreography' of the session.
- Check the room where the session will be held and familiarise yourself with the space and layout. Introduce yourself to technical staff and room staff.
- Be at the session room 15 minutes before the start of the session.