

Guidelines for Abstract Presentation Session Chairpersons

Chairing abstract sessions is essential to the successful outcome of Euroanaesthesia.

Please prioritise this commitment in the same way as any lecture you are giving.

POSTER PRESENTATION SESSION

- The “**junior**” co-chair is responsible for preparing a short introduction of the session and the “**senior**” chair is in charge of summarising the session at its end.
- Up to **12 abstracts** will be presented in each session.
- Each **session lasts 90 minutes**. Approximately the same amount of time should be devoted to the discussion of each abstract within this 90-minute timeframe.
- Each **e-poster session is displayed in a different terminal**. Terminals are numbered to easily locate a given session.
- The **session reference, date, time and terminal number** of your session are indicated on your personal schedule accessible through your MyESA profile or via the link provided by email.
- Presenters have been asked to stand by their posters at least **15 minutes before the start of the session** (and 15 minutes after to address further questions). Chairpersons will conduct **in front of each terminal** a short discussion with the presenter and the audience, for every abstract in that session.

PRACTICAL GUIDELINES

Junior co-chairs are kindly requested to liaise with senior chairs prior to Euroanaesthesia in order to prepare for this task. Contact details of paired chairpersons are available in the “Abstract Chairperson List”. Please do not skip this important step to ensure good preparation of the session!

- 1) **Check your personal schedule** and remember to **pass by the ‘Poster Info Desk’** to address potential questions about the terminals.
- 2) Try to **meet with your co-chair** beforehand in order to set the last details on how to run the session.
- 3) Try to **read all abstracts** and **prepare some questions** in advance to start the discussion after each presentation, in case the audience is slow to raise questions.
- 4) Get to the appointed terminal well in time and try to **identify**, at the earliest opportunity, **the presenter** of all the abstracts.
- 5) **Remind presenters in your session to have their congress badge scanned at the Poster Info Desk**. Only abstract presenters who presented themselves for scanning will receive their presentation certificate (issued after the congress).
- 6) Allow each **presenter to introduce the poster** for a couple of minutes before opening a discussion.
- 7) Do not hesitate to **point out methodological problems** as appropriate. Remember to ask the presenter the clinical significance of the presentation and how it will lead to future work. Repeat the question if the presenter does not understand (do not forget that some presenters are not fluent in English).
- 8) Ask individuals from the audience to briefly introduce themselves before questioning the presenter. Encourage the presenters to speak to the entire audience (not only to chairpersons). Discourage talking amongst the audience during the presentation, and extraneous noise.
- 9) Ask for clarifications if any point remains unclear. **Stop the debate if time is up**. It is critical that all sessions end on time. Thank the presenter and close the discussion before moving on to the next presentation.