



Guidelines for Moderators, Chairs and Co-Chairs

Dear moderator, chair and co-chair,

Thank you very much for moderating and/or chairing one or more session(s) at the 7th Congress of European ORL-HNS! To ensure smooth procedures you are kindly asked to read the following guidelines and to carry out your duties accordingly.

The success of scientific sessions largely depends on professional guidance by the chairpersons. Thank you for your contribution!

Roles for Moderators, Chairs and Co-Chairs

Session Formats

RT – Round Table

KL – Keynote Lecture

IC – Instructional Course

FP – Free Paper Sessions

Moderator

In the RT sessions, the moderator is the active leader of the panel. The task of the moderator is to organise the content of the panel, coordinate the topics of the individual speakers, lead the discussion and take the questions from the audience. Any transfer of tasks from the moderator to the chair (or vice versa) ahead of the panel is at the discretion of the individual panels.

In the IC sessions, the moderator is the active leader of the course. The task of the moderator is to organise the content of the course, coordinate the topics, lead the discussion, time-keeping and supervising questions from the audience.

Chair

The chair has the task of supervising the session “on the day”. This means introducing the speaker in KL sessions and introducing the moderator in RT sessions (who will then usually introduce the rest of the panel). Furthermore, the chair will have the task of time-keeping and supervising questions from the audience. In RT sessions, the chair can assist the moderator during the panel in case the necessity arises. Any transfer of tasks from the chair to the moderator ahead of the panel (or vice versa) is at the discretion of the individual panels.

In the FP sessions, the Chair is the active leader of the panel. The task of the Chair is to order the presentations within the session, introduce the authors (just name and affiliation), lead the discussion for each presentation and take the questions from the audience. Any transfer of tasks from the Chair to the Co-Chair (or vice versa) ahead of the session is at the discretion of the individual sessions.

Co-Chair

In the FP sessions, the Co-chair has the task of supervising the session “on the day”. This means introducing the Chair and control the times. During the session, the Co-Chair can assist the Chair by contributing questions to the discussion. Any transfer of tasks from the co-chair to the chair ahead of the panel (or vice versa) is at the discretion of the individual sessions.



Attendance & Programme

- Be in the session room **15-30 minutes** prior to the start of the session.
- The room attendant will inform you of any last-minute changes or presentations not uploaded.
- The most up-to-date scientific programme is available through the [online programme](#) and constantly synchronised with the congress app. You will be informed to download the app as soon as it is available in App stores.

Round Table

Duration: 90 minutes

- Lecture times and lecture titles may have been arranged in advance with the moderator & chair of the session. Please make sure to get in touch with them in case nothing has been prearranged.
- Please stick to the instructions of the moderator & chair of the session regarding the division of lecture times & lecture titles.

Instructional Course

Duration: 45 minutes

- It can consist of either one, two or three speakers.
- In case you are the sole speaker, the duration of the lecture should not exceed 45 min.
- Keep in mind to leave some time for questions.
- If there are other speakers in the Instructional Course, make sure to get in touch with them and the moderator (if any) to arrange your lecture time.
- Should there be no moderator in the session make sure to contact the other speaker to adjust the speaking times accordingly.

Keynote Lecture

Duration: 30 minutes

- The speaking time should not exceed 30 minutes.
- Make sure to get in touch with the chair of the session.

Free Paper

Duration: 90 minutes

- The speaking time for each presentation is 9 minutes duration (max. 7 minutes presentation and max. 2 minutes discussion).

We kindly ask you to get in touch with the moderator, chair or the other speaker (Instructional Course) of your sessions to organize everything accordingly. The contact details can be found by clicking on the link that was provided in the E-Mail to you and by selecting a specific session.



Room attendant

- In case you have any questions or technical problems feel free to ask the room attendant.
- He/she is responsible for:
 - explaining the Q&A tools to you, if any.
 - help you with any additional questions.

Speakers

- All speakers will be onsite; remote speakers are not planned.
- Please note that some speakers might be stressed with public speaking, have had a bad journey to the congress, be junior speakers or just be overwhelmed by the session room. This does not impair their academic value and your contribution helps to get the best out of the presentations and discussion times by avoiding conflicts and unnecessary stress.
- As chairs and/or moderators, you can focus on the content of the session. If you detect conflict or redundancy between abstracts, you can liaise with speakers in advance and try to harmonize the presentations' content.

Introducing the session and the presentations

- In advance of the congress, the Chair of the round tables and keynote lectures has to contact each presenter and request 3-4 lines of info (bio sketch) you will use to introduce them. E.g. title, position, affiliation, area of scientific expertise.
- Please start the session exactly on time.
- For RT introduce the Moderator and yourself. The Moderator introduces each presentation by announcing the name of the speaker, their very short bio (e.g. title, position, affiliation, area of scientific expertise), and reading the title of the presentation.
- For IC the Moderator introduces the presentation/s by announcing the name of the speaker, their very short bio (e.g. title, position, affiliation, area of scientific expertise), and reading the title of the presentation.
- For KL the Chair introduces the presentation/s by announcing the name of the speaker, their very short bio (e.g. title, position, affiliation, area of scientific expertise), and reading the title of the presentation.

Auditorium, Liffey A & Liffey B: include the virtual audience

- Make sure to include the whole audience: As all sessions in the auditorium, Liffey A and Liffey B are live streamed onto the virtual platform, always greet people in front of their screens as well by saying something like "**welcome to everyone at home we are happy that you tuned in**".
- To make hybrid a success we strongly encourage you to address people at home regularly and encourage them to submit their questions via the congress app.



Speaking times

- **The speaking times have to be strictly followed; you are in charge of keeping those times.**
- It is the responsibility of the Chair to observe them and inform speakers in case they exceed the time limit.
- If a presentation is running over its agreed length, it is the duty of the chairpersons to stop the presentation and to move to the next speaker without any discussion/Q&A time for the overrun presentation.

The speaking times differ from session to session: please check the most up-to-date scientific programme available through the online programme and the congress app.

It is important to avoid any delay and time overrun: breaks are not meant to be buffers but are important for delegates, speakers, chairpersons and moderators likewise to get the chance to network with exhibitors. Furthermore, Poster Discussion sessions take place during coffee breaks, sponsored workshops during lunch breaks. Finishing the session on time is therefore crucial.

Discussion

- In RT the Moderators are asked to moderate the discussion after the presentations.
- Depending on the session structure, time for questions is allocated after each presentation or as collective time at the end of the session. Please moderate according to the session structure mentioned in the programme:
 - Make sure there is at least one question for each presentation. If there is no question from the audience, one of the chairpersons should ask a question.
 - Please mix between your own questions and the questions from the audience.
- **Make sure to always prepare at least one question per speaker during their presentation.**

Q&A tools

Q&A in larger session rooms:

Auditorium, Liffey A and Liffey B

- The audience can ask questions either via:
 - The microphone stands placed in the aisles of the session room.
 - The Q&A function within the congress app.
- You will see all incoming questions from the congress app on the iPad placed on the chairperson table.



Q&A in smaller session rooms:

Liffey Hall 1, Liffey Hall 2, Liffey Meeting Room 2, Liffey Meeting Room 3, Wicklow Hall 1, Wicklow Hall 2a, Wicklow Hall 2b, Ecocem, Wicklow Meeting Room 1, Wicklow Meeting Room 2, Wicklow Meeting Room 3, Wicklow Meeting Room 4 and Wicklow Meeting Room 5

The audience can ask questions via

- the wireless microphone handled by the room attendant in the session room.
- the microphone stand placed in the session room.

The room attendants are available for any question you might have in regard to the tools.

Closing the session

- Please make sure to announce the upcoming scientific & industry sessions that can be easily found in the most up-to-date scientific programme available through the online programme and the congress app.

Troubleshooting

- Technical problems might arise even though all equipment and connections have been tested thoroughly: Do not hesitate to address the room attendant to communicate (and translate) to the respective technician(s).
Note that there might be several technicians in the room with different responsibilities (sound, light, video, data) and the room attendant will know whom to address depending on the nature of technical problem.
- Worst case scenario: If anyone is misbehaving in the room, do not hesitate to ask the room attendant and security to evacuate them from the building.