

# **Guidelines for Chairpersons of Poster Discussion Sessions**

### Attendance & Programme

- Be in the ePoster area a few minutes prior to the start of the session!
- Use the time to become familiar with the ePoster station and its presentation system.
- The most up-to-date scientific programme is available through the <u>online programme</u> and constantly synchronised with the congress app!
- The posters corresponding to your session will be pre-selected on the screen.
- Alternatively, choose the topic of your ePoster session in the main overview. The posters of your session are now accessible and can be presented.

### ePoster Help Desk

In case you have questions or technical problems, support from the POSTERWALK by ESTENSIS team will be onsite and happy to help.

#### **Poster Presenters**

- All presenters will be onsite; remote presentations are not planned, nor possible.
- In case a Poster presenter from your session is unavailable and does not show up, please move to the next speaker.
- The time allocated to each presentation is 3 minutes. After all posters have been presented, there will be a discussion round with all presenters (approx. 1 minute per presenter).

## Introducing the session and the presentations

- Please start the session exactly on time.
- Introduce yourself.
- Please introduce presenters by reading their name and the title of the Poster.
- It is your responsibility to observe and inform presenters in case they exceed the time limit.
- If a presentation is running over its agreed length, it is the duty of the chairperson to stop the
  presentation and to move to the next Poster presenter.