ESOT 2021 MILAN
IN-PERSON & ONLINE

29th August
1st September 2021
MiCo Convention Centre,
Milan, Italy

THE 20TH CONGRESS OF THE EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION

# ESOT CONGRESS 2021 – GUIDELINES FOR CHAIRS

Thank you for accepting our invitation to be a session chair at the ESOT Congress 2021. With your role you can bring out the best from the speakers, facilitate and engage in exciting discussions and elevate the overall experience for all attendees.

## RESPONSIBILITIES OF THE CHAIR

- Introduce the topic of the session
- Introduce the speaker and presentation title as indicated in scientific programme
- Keep to schedule and the order of presentations as listed in the session programme - **Time keeping is of the essence**
- Encourage the audience to ask questions via the virtual platform Q&A, mobile App or directly to the microphone, if present on-site
- Close the session with a short summary and highlights and invite the audience to continue to next sessions
- Notify technicians in case of problems with audio-visual or connection with virtual speakers.
- Engage with virtual/remote speakers prior to the session and, if you cannot see and/or hear them, encourage them to switch on/off their cameras and microphones. Also, if they need confirmation that they can be heard or seen, please do it.

## BEFORE THE SESSION

- Familiarise yourself with the session programme. If you are chairing an abstract session, make sure you have read the papers that are being presented. You can do this via the ESOT App/Congress App.
- Arrive **15 minutes prior to the start of the session**. Introduce yourself to your co-chair, collect equipment, open relevant Slido screen for questions and answers, familiarise yourself with presenters on-site and those who will be connecting remotely.
- Familiarise yourself with timings of all presentations. They are the following:
    - Full Oral (OS) (**8 minutes** for presentation, **2 minutes** for discussion)
    - Focus Group (FG) (**5 minutes** for presentation, **8 minutes** for discussion)
    - Brief Oral (BOS) (**4 minutes** for presentation, **2 minutes** for discussion)
    - For non-abstract sessions, please refer to the scientific programme to familiarise yourself with the session structure, as it varies from session to session.

## SESSION SPEAKERS

As ESOT Congress 2021 will be a hybrid meeting, in your session you may encounter the following speakers:

- Speakers who are attending virtually (they will present and join the discussion online)
- Speakers who are attending on-site (they will present and join the discussion in person)

- Speakers with recorded sessions attending on-site, (we will see their presentation that was recorded but they will come up on stage to join the discussion and answer questions) – this is for **Brief Oral** presentations only.

## USING SLIDO FOR Q&A

During ESOT Congress 2021 we will have multiple ways to ask questions, with the primary one being SLIDO.

| If you are present in the room | If you are connected via ZOOM |
| --- | --- |
| There will be a dedicated laptop where you will be able to view all questions that come in from the virtual audience and those delegates who use the Mobile App. | We recommend that you use a second device (tablet or phone) which has access to Slido and type in the session code - which has the same pattern for all sessions: ESOT21-SESSION CODE (i.e., ESOT21-OS04) |

## WHAT IF…

- If the session gets ahead of schedule:
  - Have a few questions prepared to prolong the Q&A
- If the paper is withdrawn or speaker fails to attend:
  - Invite the audience to see the presentation and encourage them to contact the speaker directly via the Mobile App if they have questions
  - Extend questions & discussion time in other presenters
- If you or your speakers get disconnected from the session:
  - Wait a short moment as they can be muted or have a temporary issue
  - Move to the next presentation/speaker.

## WHO CAN HELP YOU?

- Should you have any other questions, you can visit us in the Speaker Centre before the session - the Scientific Programme Team will be there to address any issues. If you are chairing virtually, contact us at programme.congress@esot.org
- In the session room there is always a technician and a host/hostess. They will help you with equipment, as well as having the most updated information on which speakers are present on-site and which ones will join remotely
- If you are joining remotely, each ZOOM room has a 'virtual stage manager' who will be able to test your connection, pass the information using the SLIDO code or give you updated information on the speakers (I.e. if they are attending on-site or will be together with you in the ZOOM room).