



GUIDELINES FOR E-POSTER DISCUSSION CHAIRS

- The E-Poster stations are located in the Exhibition Area. Please locate the individual E-Poster station allocated for the session you are leading. Stations will be numbered accordingly.
- This information is available via the Mobile App and in the printed programme book. Please ask if you are in doubt.
- The E-Poster Discussion sessions take place in an open space, clustered around electronic poster screens. There will be one microphone for each station. You control this microphone and need to ensure that it is passed from one speaker to the next and that each speaker uses the microphone effectively.
- Please arrive at the E-Poster stations 5 minutes before the start of the discussion session in order to receive your microphone (from the E-Poster Helpdesk) and locate your station. You will need to familiarise yourself with the operation of the E-Poster screen, so that you can help each speaker find and display their E-Poster and show them how to use the pointing and zooming facilities that the E-Poster is equipped with.
- Each E-Poster Discussion Session presenter will have 3 minutes to present his/her E-Poster plus 2 minutes for discussion – total 5 minutes maximum. It is essential to keep the session accurately to time. Please do not allow speakers to exceed their time and ensure each speaker is able to start on time. If there is time for questions, you should select each questioner and give them your microphone to use, ensuring that they do so, otherwise others will not hear the question. Please try to formulate at least one question for each speaker yourself and ask it if there are no others to ensure each speaker (if they leave time) gets at least one question.

Thank you for your participation
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