



11th World Research Congress Online
European Association for Palliative Care
One Voice, One Vision in Palliative Care

Interactive online sessions 7-9 October 2020

EAPC Award Winners: Guidance for Chairs and Speakers

Thank you very much for agreeing to be a part of our first ever online congress. As we understand that this will be a different experience to our usual congresses, we have prepared these guidelines to help you.

We would appreciate it if you could please read these guidelines carefully: the success of the conference depends a lot on active and lively sessions. You can check which sessions you are scheduled to take part in on the online conference programme at <https://eapcresearchcongress2020.eu/>

The EAPC Early Researcher Award winner's session contains two of the three award winners this year (one award winner is unavailable to attend this session)

- Eva Schildmann, EAPC Early Researcher Award
- Melissa Bloomer, EAPC Post-Doctoral Award

Attendees are encouraged to view presentations ahead of the session and to submit questions to the speakers regarding their research. The award winners are invited to give a 2-4-minute oral summary of their talk. It is possible for each speaker to use a maximum of 2 slides. These must be sent to the technical team in advance of the session to be included in the slide deck.

Chairs should ensure that each presenter is given an opportunity to answer questions relating to their research. The audience will be encouraged to pose questions ahead of the session after viewing the on-demand pre-recorded content and by using the Q&A feature on Zoom during the live session. The co-chair will pose live questions when prompted to do so by the chair.

Accessing the session: Technical aspects

The live sessions of the EAPC Congress we will run using Zoom videoconferencing software which many of you will be familiar with and which is an easy and simple system to access. If you have not already done so, please install this software prior to your session. For best results and stability during the live session a 5 MB upstream internet connection is recommended. You can test the speed of your connection here: <https://www.speedtest.net> A cable connection is much better than relying on WiFi. We will be providing drop-in sessions for chairs, speakers and panellists in the two weeks running up to the live sessions so that they are comfortable with accessing the platform.

All the congress live sessions are scheduled to run on the hour and to last for a maximum of 50 minutes. Chairs and speakers must log in to Zoom 10 minutes before the session starts using the unique link that will be sent to you by email. This link will take you straight to the congress auditorium.

Camera: all participants should be able to see you so make sure there is nothing blocking the camera and avoid sitting with your back to a window (close blinds or curtains if necessary).

Microphone: mute your microphone when not talking to avoid sending feedback round the system. This can be minimised through using a headset. Be mindful of noises next to the microphone/s such as the rustling of papers and ensure your phone is switched off or on silent mode when your microphone is turned on.

Headsets: Your device's microphone and speaker may be sufficient where there is minimal background noise; however, chairs should have a headset readily available.

Our technical team will be responsible for testing that all technology is working and providing support to the participants. Sessions will be recorded and made available on the congress platform for all registrants to view within one week from the live panel session taking place.

Taking part in the session

Chairs should:

- Decide in advance who will lead the session and who will co-chair.

The chair should:

- Introduce themselves and their co-chair and briefly introduce the audience to the title/topic of the session and its format.
- Invite the audience to ask questions using the Q&A feature at the bottom of their Zoom screen but make them aware that these will only be asked if time permits. The chat box will also be available for any technical queries or more general comments for the technical team.
- Adjust timing as needed. For example, if a speaker has technical difficulties but be mindful that the session cannot exceed the 50 minutes scheduled.

The co-chair should:

- Monitor the Q&A chat on Zoom and identify which questions to ask if time permits.
- Address these questions to the speaker when prompted to by the chair.
- Prevent session overrun by advising the chair and speakers when 5 minutes of the session is left. It is vital for the smooth running of the congress that all sessions are finished on time.

Award winners:

Award winners have been invited to book a 30-minute facilitated recording slot. Pre-recorded presentations can be a maximum of 15 minutes in duration. If you are an award winner and have not received an email providing a link to access the online booking system, please email info@eapcnet.eu for support.

The most up to date guidance for chairs and presenters is always available at <https://eapcresearchcongress2020.eu/>