11th World Research Congress Online

European Association for Palliative Care

One Voice, One Vision in Palliative Care

EAPC
vzw

Interactive online sessions 7- 9 October 2020

Poster Discussion Sessions: Guidance for Chairs and Panel Members

Thank you very much for agreeing to be a part of our first ever online congress. As we know 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/

Each poster discussion session contains a panel of six invited poster abstract authors who will form a discussion panel. Delegates planning to attend the session are encouraged to view the posters in advance.

At the start of the interactive session each poster abstract author will be invited to give a 2-4-minute oral summary of their research to set the context for the panel discussion, encouraging those who have yet to view their poster to do so. The technical team will share an on-screen copy of each poster as it is presented, as an aide-memoire for the audience. This will be followed by a live question and answer and discussion session.

Accessing the session: Technical aspects

All live sessions of the EAPC Congress we recorded and made available to all delegates for a period of 12 weeks. The live sessions will use 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 to make sure everyone is 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 panel members must log in to Zoom 10 minutes before the session starts using the unique link that will be sent by email. This links straight to the congress auditorium.

Camera: all participants should be able to see you so please 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 feedback and background noise. This can be minimised 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 (computer or laptop) microphone and speaker may be sufficient where there is minimal background noise; however, session chairs should have a headset readily available.

Our technical team will be responsible for testing that all technology is working and will provide 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

Before the live and interactive sessions (7-9th October), chairs must ensure that they have viewed all materials relevant to the session. They will find links to this material within their congress workspace this will be accessible when you log in to the congress platform from 21st September 2020 onwards.

Chairs should:

- Decide in advance who will lead the session and who will co-chair.
- Print out a copy of each of the chosen posters and watch any on-demand content related to their session (available from 21st September 2020)
- Prepare questions for panellists in advance to start the discussion

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. The chat box will also be available for any technical queries or more general comments for the technical team.
- Ensure that each panel member is given an opportunity to answer at least one question relating to their research. Adjust timing as needed. For example, if a panel member does not turn up or has technical difficulties.

The co-chair will:

- Monitor the Q&A chat on Zoom and identify which questions to ask
- Address these questions to the panel when prompted to by the chair
- Ensure sessions run to time by letting the chair and speakers know 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

Poster presenters will have received an email sent from Admin User (via Poster Upload) to upload their poster to the congress platform. If you cannot find it in your inbox or junk mail go to https://eapc.unhosting.site/login/forgot_password.php and put in your email address (this must be typed in lowercase). A link should then be sent to you. If this does not work email info@eapcnet.eu for support.

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