



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

Interactive online sessions 7- 9 October 2020

Themed 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 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/>

Each themed session contains invited speakers who will form a discussion panel. Attendees are encouraged to view the speakers' presentations ahead of the session and to submit questions to the speakers regarding their research in a comments box alongside their recorded content. At the start of the interactive session panel members are invited to give a 2-4-minute oral summary of their research to set the context for the panel discussion and encourage those who have yet to listen to their recorded presentation to do so. It is possible for each panel member to use a maximum of 2 slides to aid this reprise. These slides must be sent to the technical team in advance of the session to be included in the slide deck (more guidance will follow).

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. In advance of the congress, 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 panel members 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

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

Chairs will:

- Decide in advance who will lead the session and who will co-chair.
- Watch any on-demand content (available from 21st September 2020) from panellists relevant to their session.
- Agree which questions they wish to pose during the session from those which have been submitted ahead of the session and send these to the panel members so that they can prepare some answers in advance (at least 1 per speaker).

The chair will:

- Introduce themselves and their co-chair and briefly introduce the audience to the title/topic of the themed 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.
- 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.

Invited speakers:

Invited speakers have been invited to book themselves in to a 30-minute facilitated recording slot. Pre-recorded presentations can be a maximum of 15 minutes in duration and presenters are required to produce any slides in a 16:9 format. If you are a presenter and have not received an email providing a link to access the online booking system please email info@eapcnet.eu for support.

Top tips for chairs

- **Be inclusive** – try not to give one panel member prominence over another.
- **Be positive** – try to encourage discussion between the panel and the audience. If no questions are forthcoming be prepared to ask the panel or the audience a question of your own. Asking a question first that is posed by an attendee rather than a chair may encourage greater audience engagement.

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