



# Tips for chairs and speakers

## BEFORE

Slides are in the EAACI system?

Get your mike in time

## INTRODUCTION

Facilitator (Maarten Vanneste, ABBIT) will do short context presentation + demographics voting

## DURING PRESENTATION

Walk around during presentation

Use comfort screen and timer

Voting system operated by Rudy Meul, ABBIT

Use the CatchBOX and handheld microphones

## DURING DISCUSSION

Stimulate the input in the laptop

Walk around between tables

## DURING FEEDBACK

Use the input from laptops

Throw the CatchBOX

## AT THE END

Facilitator will do an evaluation voting