



Chairs instructions

ORAL ABSTRACT SESSION

The oral abstract sessions have a duration of 90 minutes and consist, in addition to a introductory lecture, of six abstract presentations of eight minutes, each followed by five minutes for discussion and questions from the audience. It is very important that each presentation is kept to time.

Your main role as a chair is to introduce the abstracts and presenters and ensure that the session runs according to the schedule. You are also expected to:

Introduce yourself to the speakers before the session and make sure they know how you will run the session.

- Remind the audience that it is not allowed to take pictures
- Encourage questions from the floor, and also be prepared to ask questions yourself if there are no questions from the audience.
- Interrupt presentations if the speaker runs over time.
- Select one presentation as the session's abstract award winner

ABSTRACT PRIZE

A prize of EUR 200 will be awarded to the best abstract presentation in each session. Prizes for outstanding presentations will be announced at the EAACI booth and on the website at the end of the day.

After the Congress the diplomas will be sent as PDF files and the prize money will be given as bank transfers.

The prize is given to the presenter of the abstract (not author if this is not the same person). When you choose the best abstract in your session we kindly ask you to bear the following criteria in mind:

- Scientific contents/methodology
- Novelty and originality of research
- Ability of the presenter to present the abstract in a concise and clear manner and to answer questions
- Quality of the abstract

Please find [here](#) the abstract prize form. Please print and bring one copy of the form to the session. Please fill in the form with your selected winner and hand it to one of the EAACI representatives that will be present at this session immediately after the session has ended so the Congress organiser can prepare for the announcements the same evening.

If no abstract is suitable for the prize, you do not have to pick one but we kindly ask you to return the prize form anyway.