Chairs instructions

POSTER DISCUSSION SESSION

Four designated areas on the exhibition floor will allow for presentations in electronic format. The presenter's poster will be made available on large touch screens as a PDF, allowing the audience to gather in front of the screens in the PDS Zone. A number of seats will be available and further audience can gather in the area. Microphones will be available to the presenters and chairs.

The presenter will be able to zoom into specific parts of the poster during the presentation. This innovative way of presenting will maximise the impact of the presentation. Posters have to be uploaded prior to the presentation in order to allow technical processing.

We recommend you familiarise yourself with the system by visiting the Poster Helpdesk in the poster area at any time or at least one hour before your session. In a few minutes you will feel comfortable with the system. If you want to have a look, please watch this video.

Each PDS contains 10 – 15 posters and runs for 90 minutes in total. Each abstract presenter will have the opportunity to summarise their main findings in 5 - 7 minutes (depending on number of abstracts per session).

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 abstract presenters before the session and make sure they know how you will run the session.
- Encourage questions from the floor, and also be prepared to ask questions yourself if there are no questions from the audience.
- Make sure that each presenter receives sufficient attention.
- Interrupt presentations if the speaker runs over time.
- Select one presentation as the session's abstract award winner (see further information below)

ABSTRACT PRIZE

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

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

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 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 the poster help desk 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.