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