Tips for speakers and chairs

# BEFORE

Slides are in the EAACI system?

Get your mike in time

# SEATING

Mixing participants

Make sure every table has 6-7 participants! Fill the front tables first

Ask participants to change seats after the break

# INTRODUCTION

Session police man/woman (ABBIT) (if any) will do short context presentation + demographics voting

# ICEBREAKER

Short self-Introduction

Reason why you registered for this course

Some Good and New that happened in the last 24h

Applause after each person

# DURING PRESENTATION

Walk around during presentation

Use comfort screen and timer

Use comfort screen to follow app polling and text input

Use the handheld microphones

# DURING DISCUSSION

Stimulate the input in the event app

Walk around between tables

# DURING FEEDBACK

Use the input from the event app

Use the microphones

# AT THE END

Session police man / woman (if any) will do an evaluation voting

