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 5-6 participants! Fill the front tables first

Make sure one scribe is appointed in each table, using the computer

# 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

