

MODERATOR & SPEAKER GUIDELINES

Presentation

Presentations must be prepared in 16:9 (keynote or PowerPoint) and videos in mp4 format. Kindly note that it is mandatory to upload and/or check your presentation together with the AV technician at least 2 hours prior to the start of your session. You can do so in the Auditorium directly, at the AV console on the left-hand side of the room. In case you intend to present from your own laptop, the AV team requests that you leave a copy of your presentation with them to serve as back-up. Make sure to get your head-set wired well in advance at the AV console before of your session start at the. No voting questions have to be prepared, there will not be any voting during IPMC 2024.

Attendance

Be in the session room 15-20 minutes prior to the start of the session.

Room attendant

In case you have any questions or technical problems feel free to ask the room attendant.

Ask a question – via the App

Please explain in the beginning that delegates can ask questions via the congress app only (the IPMC 2024 app is integrated in the EFP app). A slide on how to download the app will be prepared and can be shown if needed. Delegates should be advised to post questions only in English.

You can access the *ask a question* Tool via the tablet which will be handed to you by the room attendants. Everything is already set-up. A room attendant will explain the tool to you in detail. Questions from the audience will pop up on the right-hand side of the screen. You can decide on your own, which questions you want to take into the discussion. Only you can see them.

Speaking times

The speaking times must be strictly followed (see programme table)
It is the moderator's responsibility to observe them and inform speakers in case they exceed the time limit. If speakers run overtime, no questions can be admitted.

Session Structure

Please **watch the time** and do not overrun the session!

⇒ **Introduction** (*moderator*)

- Explain to audience that questions can be asked through the conference app only.
- Provide general scientific background about the upcoming topic.
- Outline the challenges of the topic for the clinician.

⇒ **Lectures** (*2-3 lectures*)

- Lecture to be supported by flow charts and videos on how to perform the discussed procedure. Since this is a master clinic conference, high-quality videos are requested.
- Aim for attendees: go home with a clear message about why, when, and how to perform a given procedure.

⇒ **Discussion** (*led by moderator*)

- Questions from the audience via the app appear on your tablet. You can mix them with your own questions.
- Conduct a stimulating discussion.
- Provide clear take-home-messages for the audience.

Troubleshooting

Technical problems might arise even though the equipment has been tested thoroughly: Do not hesitate to address the room attendant - the room attendant will know whom to address depending on the nature of technical problem.