GUIDELINES FOR CHAIRS OF EXPERT-GUIDED POSTER TOUR

FORMAT OF EXPERT-GUIDED POSTER TOUR

30 min.	**Poster viewing**
	During the poster viewing you can have a look at all posters involved. The presenters of the posters are not obliged to be next to their poster, but if they are you could ask some questions if needed.

INTRODUCTION

3 min.	**Introduction by one of the experts**
	Please explain the format of the guided poster tour. Mention that the posters have been selected by topic and that the abstracts are NOT less reviewed than abstracts in a poster session – the guided poster tour is just a new type of session.
	Mention the selection of posters (themes), which will be visited during the tour and when questions can be asked. Moreover, appoint that the tour will be interactive and explain if you 'allow' delegates to visit other posters as well.

TOUR

82 min.	**Set-up of Expert-Guided Poster Tour**
7-10 themes	Depending on amount of abstract and preferred abstract division
8 minutes	Per theme
1 question	Per theme

CLOSURE

5 min.	**Conclusion by one of the experts**
	Summaries the tour in a few sentences, comments on the importance of the topic/future expectations, acknowledge the speakers for their efforts and thanks audience for participation.

GUIDELINES FOR CHAIRING EXPERT-GUIDED POSTER TOUR

Effective leadership is essential to the success of the Expert-Guided Poster Tour. Effective chairs can improve the quality of the tour and bring meaning and relevance to the meeting; ineffective chairs can leave audience confused and unfulfilled. This instruction aims to outline the role of the chair and to suggest strategies for conducting the Expert-guided poster tour effectively.

BEFORE the Expert-Guided Poster Tour

Be prepared:
To prepare correctly for the tour you have to read, in detail, all abstracts selected for the tour in advance. You will then, together with your co-chair, select 3 – 4 abstracts around one subject/theme (the theme can be clinical, technical, research oriented). In total 7-10 subjects/themes.
Create a PowerPoint presentation, including one relevant question per selected theme (7 – 10 in total) and mention the abstract codes to each question. 1 question per slide.
The upload for this PowerPoint is **available as of 20 February - deadline 15 July 2020, 08:00 CET.**

Speaker's training course: Mrs. Vivienne Parry (UK) gives presentation skills training sessions to help improve presentation and delivery skills. The sessions are free of charge and can be done as a group (3-5p) or one-on-one. You can pre-register by sending an email to EAU Congress Office (n.bogaert@congressconsultants.com) or go to the Speaker Service Centre onsite to make an appointment.

DURING the Expert-Guided Poster Tour

Please make sure you are present in the area of the guided poster tour, at least 15 minutes before the start of the tour. Make sure you will gather all delegates – also check delegates whom are 'wondering around'.

Maintain control of the schedule: Please keep track of timing. A maximum of 8 minutes per theme question (depending on the amount of themes).

Introduce the session: One of the experts should deliver a brief introduction of the poster tour in order to explain the aim and the continuing of this session type.

Introduce the speakers: Speakers should be asked to disclose any links with the industry as well.

Coordinate, encourage and facilitate discussion: The guided poster tour is an excellent way to create an interactive environment in which questions can directly be asked. Make sure you will facilitate any discussion or round of questions and prepare some good 'brain-breakers' in case none of the delegates does so.

CONCLUSION of the Expert-Guided Poster Tour

A good conclusion includes:
- A few sentences summarising the content.
- Some comments about the importance of the topic or the direction in which the research is taking.
- Acknowledgement of speakers for their efforts and the audience for their participation.
- Take home messages.