GUIDELINES FOR CHAIRS POSTER SESSIONS

FORMAT OF A POSTER SESSION

20 min.	**Poster viewing** *Presenters remain next to their poster to answer questions from the delegates.*

INTRODUCTION

3 min.	**Introduction by one of the chairs** *Chair asks delegates to be seated and gives a short introduction on the topic and framework of the session (no slides).*

INDIVIDUAL PRESENTATIONS

7-10 min.	**Presentation – Please check your programme if this applies for your session** *Speaker gives the latest state-of-the-art/update on the topic of the session as additional background information for the audience (max. 4 slides). Please note these presentations can be scheduled in the beginning as well as at the end of the session.*
40-60 min.	**Standard and extended poster presentations from behind the lectern** Standard presentations: 2 minutes for presentation and 2 minutes for discussion (max. 4 slides). Extended presentations: 3 minutes for presentation and 3 minutes for discussion (max. 6 slides). *Extended posters are not higher quality papers but posters with controversial topics/results requiring more extensive discussion.*
6 min.	**Associated video presentation – Please check your programme if this applies for your session** *The video presenter will show a short version of his/her video* *(4 minutes for video and 2 minutes for discussion).*
7 min.	**Summary by one of the chairs – Please check your programme if this applies for your session** *Chair provides a well-structured summary of 7 minutes at the end of the session. This summary should provide future perspectives that are practice oriented, a short summary of the presented posters and discusses the critical points of some posters and where this work may lead (max. 4 slides).*

CLOSURE

5 min.	**Conclusion by one of the chairs** *Chair summarises the session in a few sentences, comments on the importance of the topic/future expectations, acknowledges the speakers for their efforts and thanks audience for participation.*

GUIDELINES FOR CHAIRING POSTER SESSIONS

Effective leadership is essential to the success of a poster session. Effective chairs can improve the quality of the presentations and bring meaning and relevance to the meeting; ineffective chairs can leave audience

members confused and unfulfilled. This instruction aims to outline the role of the chair and to suggest strategies for conducting poster sessions effectively.

BEFORE the session

Be prepared: The assumption is, that the chair is familiar with the topic of the session in general. If this is not the case please inform the EAU Congress Office (mailto:s.rutten@congressconsultants.com) as soon as possible. Having read the abstracts in detail, it is suggested that you put in writing the limitations and most important messages of each presentation particularly in relation to existing literature and to compile a series of interactive questions to the authors. It is encouraged to have as much interaction as possible with the audience as well as with the presenters. All chairs will have access to the posters through an electronic link 2-3 weeks prior to the congress. This will allow you to see the PDF of the poster/abstract/PowerPoint slides in advance. You will be notified electronically when this service becomes available.

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. 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 session

Upon arrival in the session room, please introduce yourself to the stage host(ess). The host(ess) will check with you whether there are any changes in the programme and possibly some special instructions.

Maintain control of the schedule: Time control is often the most difficult task for chairs, since speakers tend to forget about time as soon as they begin to speak.

Poster viewing: It is essential that you meet the speakers at their posters informally before the session starts in order to consult them on any alterations from their original submission.

Introduce the session: The chair should deliver a brief introduction of the session in order to get the audience's attention; this initial opening should briefly introduce the topic and the framework for the speakers. Please note, no slides will be used for the introduction.

Introduce the speakers: A short and accurate introduction to a presentation should mention the speaker, her/his institutional affiliation, presentation title and if applicable if it is an extended presentation. Speakers should be asked to disclose any links with the industry.

Social Media: In order to stimulate the interaction between the congress in Amsterdam and non-delegates at home, a tweet will be disseminated via the @uroweb Twitter account 30 minutes before each poster session starts. In this tweet non-delegates are asked to send their question regarding a specific topic. In your Twitter screen you can select the relevant topics for your session. This way you can quickly scan if there are any questions/comments on Twitter for your session.
Follow us on Twitter @uroweb and join the scientific discussion #eau20!

Coordinate, encourage and facilitate discussion: Once the speaker has finished the presentation you should announce that the floor is now open for questions or discussion. If there are no questions at first, you should start by posing the first question (you could use Twitter), but in general questions from the audience should have preference. If there are too many questions or the questions are too difficult to understand or answer, you may step in and remind the audience that such specific issues can be discussed after the session. It is the chair's responsibility to maintain control and to interrupt or simplify complicated questions and provide bridging comments between speakers if necessary.

CONCLUSION of the session

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.