



EAU20 | AMSTERDAM

17-21 July 2020

Cutting-edge Science at Europe's largest Urology Congress

GUIDELINES FOR CHAIRS VIDEO SESSIONS

FORMAT OF A VIDEO SESSION

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

8 min.

Presentation of the video (max. length per video 8 min.)

4 min.

Discussion (per presenter).

After the video presentation, please ask the presenter to come to the stage to answer some questions (presenter should disclose any links with the industry). A maximum of 4 minutes per video is reserved for discussion.

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 VIDEO SESSIONS

Effective leadership is essential to the success of a video 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 (s.rutten@congressconsultants.com) as soon as possible. Having looked at the videos 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 videos through an electronic link 2-3 weeks prior to the congress. 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 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. Please keep track of the timing by using the clock on the right side of the screen on your chair table.

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. Please ask the speaker to disclose any links with the industry, whenever he/she enters the stage.

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 video has finished and the presenter is on stage 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). However, in general questions from the audience are preferred. 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 summarizing 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