

Guidelines for Poster tour moderators

What is a Poster tour?

Abstracts accepted in poster format at ESCAIDE are presented in *Poster tours*. These sessions highlight recent research and developments across various fields, offering opportunities for connections and future collaborations between presenters and the audience.

Poster tours are 60-minute parallel sessions, each featuring up to 8 poster presentations, as outlined in the [conference programme](#). Each presenter is allocated up to 7 minutes for their segment, and 30 seconds for transition to next speaker.

In 2024, Poster tour presentations will take place in person, with no remote presenters or remote audience.

Presenters will have **3 minutes to introduce themselves and give a brief overview of their work**, with their poster displayed on the e-Poster terminal. This will be followed by a **4-minute, moderator-led Q&A session**, where you'll address questions from the onsite audience.

Preparing your *Poster tour* moderation

The organisers will send you the abstracts designated for your session. Here are steps to aid in your preparation:

- Consult the [Guidelines for poster presenters ESCAIDE 2024](#). This gives insights into the presenters' content and structural expectations.
- Read the abstracts and prepare one or two questions for each presenter to ensure continuous engagement, especially if the audience doesn't have any queries. Guide discussions around:

Methodology (validity of methods, selection of cases/controls, etc.)

Validity of conclusions and alternative hypotheses (valid interpretation of results, possible confounding or sources of bias)

Public health consequence, and how the work supports public health action.

Contribution of the work to the current knowledge domain.

The EU context of the work, i.e. broad implications for EU citizens.

- After each poster presentations, ask participants if they have questions and hand them the mic. Your responsibility as a moderator is to keep track of time and make sure the presenter addresses as many questions as possible.
- Consider connecting with presenters beforehand via Swapcard. While optional, providing potential questions or discussion topics in advance can enhance the session and help presenters prepare more effectively.

Before the *Poster tour*

Please arrive at the *Poster Area* (Level 7) **30 minutes before the session starts**, to be briefed by our technical team, and get acquainted with the technical equipment. All posters are pre-loaded on the designated e-Poster terminal. Our technical team will be available for any assistance.

To introduce each presenter during the session, we encourage you to check the correct pronunciation of their name beforehand. Be mindful of the running order of presenters and timings.

During the *Poster tour*

Begin by highlighting the central theme of the Poster tour. Subsequently, indicate the presenters by order of intervention, allowing them a 3-minute slot for their abstract presentation. After each talk, you'll have 4 minutes to engage in a discussion with the presenter using your prepared questions and those from the audience.

As a moderator, maintaining punctuality is crucial. Ensure presentations adhere to their time limits, guaranteeing every presenter has an equal chance to present and discuss their work.

End of the Poster tour

At the end of the session, remind presenters to check and respond to any questions posted online on the conference platform (hosted by *Swapcard*), via their poster page. Also, encourage attendees to engage further with presenters, either in person during the conference or through the session's chat feature.

Write a summary with highlights from your session

After each ESCAIDE day, we recap the standout moments in a daily summary. We'd appreciate if you could draft a concise overview of your *Poster tour's* highlights and email it to escaide.conference@ecdc.europa.eu. If you can't, please inform us ahead of time, and we'll appoint a rapporteur for the task.

Attendance to ESCAIDE

As a moderator, your presence at ESCAIDE is essential. Please make sure you are registered to attend the conference. If circumstances change and you can't attend in person, please notify us immediately so we can arrange an alternative.

Help us to promote ESCAIDE

ESCAIDE 2024 is promoted on the ESCAIDE social media channels ([LinkedIn](#), [X](#), [Facebook](#)). Please help us to spread the word by announcing your participation in your social media channels, by using **#ESCAIDE2024**. [Online registrations](#) are open for everyone until the event date. Share this opportunity with your colleagues!

More information about the conference

You can find all information about the conference on our website: www.escaide.eu.

Please don't hesitate to get in touch with the ESCAIDE organisers with any questions at escaide.conference@ecdc.europa.eu

Additional event information

Conference programme: Visit our website to view the [ESCAIDE 2024 programme](#), showcasing plenary sessions, 200+ abstract presentations, a poster gallery, and various side events.

Event online platform ([Swapcard](#)) will contain the programme with session live-streams and recordings, abstracts to view, participants to connect, an e-poster gallery, and virtual info-stands. Swapcard is available in the web browser and as a mobile app.

Venue access: Only registered attendees can enter the conference venue based on proof of registration. At arrival you will obtain your conference badge, which must be worn at all times to access the venue. For directions and more venue details, visit [ESCAIDE Attendance Information](#).

Cloakroom and storage room will be operational throughout the event. For security reasons you should not leave personal belongings unattended.

Speaker preview room: Check your PowerPoint slides in the speaker preview room to confirm they are correctly uploaded to the audio-visual system. The room is open from 8:00am to 4:30pm daily, with priority given to presenters on the day of their session.

Meals and refreshment: complimentary water dispensers will be available, as well as running coffee/tea in the coffee area. Catering services include coffee break in the morning and afternoon and buffet lunches. A networking cocktail will be offered at the end of the first day.

Continuing Medical Education (EACCME®) credits: ESCAIDE is accredited by the European Accreditation Council for Continuing Medical Education (EACCME®). To claim CME credits and receive a certificate, attendees must participate in the sessions (either online or in-person) and complete the post-conference feedback survey.

Many thanks to you for your role as moderator at ESCAIDE 2024!