Fireside session moderator guidelines

What is a *Fireside* session?

Fireside sessions at ESCAIDE feature themed presentations of accepted oral abstracts, following the order in the conference programme. These sessions highlight new research, inform participants about developments, and create opportunities for connections and future collaborations.

Fireside sessions are scheduled for 90 min, with 5-6 oral abstract presentations. Each presenter will have an up to 15-minute intervention during the session, comprised of:

- 7 minutes to introduce themselves and present their work (can be accompanied by slides)
- 7 minutes of moderator-led discussion, based on questions prepared by the moderator, along with questions from the audience.
- 1 minute transition to next presenter.

Preparing your *Fireside session* moderation

Your session will include 5 or 6 abstract presentations. The organisers will send you the abstracts designated for your session. Here are steps to aid in your preparation:

- Consult the Guidelines for oral presenters, paying special attention to content and structure expected from the presenters.

- Read the abstracts and prepare one or two questions for each presenter to ensure continuous engagement, especially if the audience isn't asking many questions.

- Attendees will submit questions via Swapcard's chat feature. As a moderator, it is your role to monitor these questions, choose the most relevant ones, and use them to guide the discussion 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.

- 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 *Fireside* session

Please arrive at least 20 minutes early to the auditorium where your session will take place. This will give you time to set up, familiarise yourself with the AV equipment and stage, and sort out your microphone. The technical team will be available to assist with any additional needs. You'll also have an iPad to monitor audience questions via *Swapcard* during your session.

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

During the *Fireside* session

Begin the session by introducing the *Fireside* session's central theme. Follow the sequence of presentations and discussions as outlined, ensuring each presenter has their allocated time. Your role includes facilitating a 5-minute Q&A after each presentation, plus an additional 2 minutes for audience questions. Please keep track of time to ensure a fair and smooth session for all presenters.

Remote presenters: Remote presenters: Some abstracts will be presented remotely. We will try to keep you updated, but you may only find out just before the session, especially if there are last-minute changes due to illness or other reasons.

Q&A with the audience: Q&A with the audience: To ensure equal participation from both onsite and online attendees, we recommend using the Swapcard chat function for all questions. As the moderator, you will have an iPad to view and select questions for a balanced discussion. If there are few online questions, you can invite the in-person audience to ask questions orally. Hostesses in the room will assist with this.

End of the *Fireside* session

At the end of the session, encourage presenters to revisit and respond to any remaining questions in the Swapcard chat post-session.

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 *Fireside'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. We have the indication that you are registered to attend in-person, but please let us know if that's not the case. Also, if your circumstances change and you're unable to attend in person, inform 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!

Contact details

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

For any questions you might have, please contact the ESCAIDE organisers 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!