



## ESPID Virtual WMW 2020

### Guidelines for Chairing Case Presentation Sessions

#### 1. Structure for 50min case presentation session

Intro (3min)

Cases x3 (8min pre-recorded case-presentation, 5min discussion)

Final summary & learning points (8min)

2. **Be on time:** approximately 30 minutes before the session starts (review your notes and prepared questions, have the agenda of the session ready at hand).

3. **Technicalities:** make sure your internet / wi-fi connection is working, have a back-up solution ready. Check microphone and camera. Turn on video yourself to make the environment more “human”

4. **Content:** be familiar with the case presentation abstracts for your session

#### 5. Characters:

- Chair (leads discussion)
- Co-chair (back-up for the chair)
- Timings facilitator (Cihan or Eleni)
- Keynote speaker for that topic
- Other CfE members
- Participants (there might be up to 54!)

6. **Communication:** speak clearly, slowly, be audible. Be aware that people hear AND see you, which adds power to your facial expressions.

7. **Session Introduction** (3min): introduce yourself, your co-chair, and the topic of the session. Make sure everybody can hear you. Explain the timeframe. **Lay out the Ground rules:**

- All to keep microphones muted during the presentation.
- Allow and encourage written questions throughout using chat function.
- After the presentation, if they want, they can ask questions by using “raised hand” function, but better to type using chat function

8. **Introduce presentation:** introduce the presenter with their country

9. **During livestream of the case presentation** (8min): review the comments/questions in the chat (co-chair will help). Prepare to throw them into the discussion after the case. The timing facilitator will make sure that the discussion keeps to time.

10. **After the presentation**, 5 min discussion:

- thank the presenter for their wonderful talk (but acknowledge that they might not be there as their talk is pre-recorded)
- invite participants to type further questions or comments using the chat function
- If participant “raises hand”, you can allow for verbal questions if there is time, note that they need to unmute themselves for this, otherwise they won’t be heard. Encourage them to also go on video

#### If nobody speaks up:

- use the comments and questions in the chat (try to go for a theme or question that has been raised by several participants)
- consider the use of participant’s names (“XY, what did you think about...?” or “how do you managed XY in your country?”)
- ask co-chair, invited keynote speaker and other committee members for questions/comments
- ask questions yourself (preferably open questions)
- Try to involve invited keynote speakers in answering questions (but don’t be afraid to cut the discussion if time running short, they won’t mind!)

At all times, have an eye on the clock, speed up/postpone even a fruitful discussion for later, if necessary.

11. Repeat steps 7-10 for all three case

12. After all 3 cases of your session have been completed, give final summary & learning points (8min)

- give a brief summary of main learning points, clarify anything necessary with keynote speaker
- ask participants to vote
- thank everyone for participation
- signpost next session

