**ESRA ANNUAL CONGRESS – ALL SESSIONS TYPES**

This document has been created to describe the purpose, goals and requirements of the different Session Types that are included in the Scientific Program of the ESRA Annual Congress.

It has also been created to guide and allow speakers to prepare for and pitch their lectures and presentations at the correct level and content, whereas this document could also be used to inform participants on what to expect.

The theme of the congress has been decided to be:
**«Spreading Knowledge, Transforming Care»**

 **The Session Types included in this Scientific Program are the following:**

[1. «Networking» Sessions](#Networking)

[2. «Expert Opinion» Discussion Sessions](#expert)

[3. «Panel» Discussions](#Panel)

[4. «Refreshing Your Knowledge» Sessions – Former Refresher Courses (RC)](#Refreshing)

[5. «PRO – CON Debate» Sessions](#PROCON)

[6. «Tips & Tricks» Sessions](#TIPS)

[7. «Problem Based Learning Discussion – PBLD» Sessions](#Problems)

[8. «Ask the Expert» Sessions](#ASK)

[9. «Second Opinion Based Discussion» Sessions](#SECOND_OPINION)

[11. Industry Supported Sessions](#Industry)

[12. Live Demonstrations (LIVE DEMO) on Human Models](#Live_demo)

[13. Hands – On Clinical Workshops](#HANDS_ON_WS)

[14. Mini Hands – Clinical Workshops](#MINI_HANDS_ON_WS)

[15. Hands – On Cadaver Workshops](#CADAVER_WS)

[16. «360° Simulation» Sessions](#AGORA_SESSION)

[17. Free Paper Sessions](#FREE_PAPER)

[18. E-Posters Sessions](#E_POSTER)

[19. PROSPECT Session](#PROSPECT)

[20. ESRA Sessions](#ERSA_SESSION)

[21. Moderators guidelines](#CHAIR_SESSION)

**DEFINITION – DESCRIPTION OF SESSION TYPES**

1. **«Networking» Sessions**

In this Session Type there is a Chair (Moderator of the Session). The Session consists of 4 Lectures, presented by 4 different Speakers, and has a duration of 1 h and 50 min (110 min) in total, with the allocated time being divided as described below.

 **1 Chair:** 5 min for Introduction

**4 Speakers**: 4 x 22 min for each speaker presentation = 88 min

**Q&A – Discussion:** 17 min

**Total Duration:** 110 min

If another Session follows, there is always on top a 10 min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program.

Each «Networking» Session has a general «Running» Title and the 4 Lectures within the Session are related and perfectly fitted to the overall topic, as a nucleus that will generate the discussion with audience. Speakers are kindly advised to respect the time and to leave enough space to the audience to interact with them. As such, a «network of knowledge» between the «panel–experts» and the audience can be established and a true sense of «value transmission» to the participant can be generated. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talks to coordinate the Q&A – Discussion.

All speakers were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Expert Opinion Discussion» Sessions**

In this Session Type there is a Chair (Moderator of the Session). The Session consists of 2 or 3 Lectures, presented by 2 or 3 different Speakers respectively, and has a duration of 1 h (60 min) in total in case of 3 Speakers, or of 50 min in case of 2, with the allocated time being divided as described below.

In case of 3 Speakers

**1 Chair:** 5 min for Introduction

**3 Speakers**: 3 x 15 min for each speaker presentation = 45 min

**Q&A – Discussion:** 10 min

**Total Duration:** 60 min

In case of 2 Speakers

**1 Chair:** 5 min for Introduction

**3 Speakers**: 2 x 15 min for each speaker presentation = 45 min

**Q&A – Discussion:** 15 min

**Total Duration:** 50 min

If another Session follows, there is always on top a 5 or 10 min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program.

Each «Expert Opinion Discussion» Session has a general «Running» Title on a usually «Hot Controversial Topic of Debate» and the 2 or 3 Lectures included within the Session are related to the overall topic, serving as the trigger and axis that will generate the discussion with audience. In some cases, discussion is accompanied by a consensus statement on clinical relevance, in relation to the general topic discussed in the session. Speakers are kindly advised to respect the time and to leave enough space to the audience to interact with them. As such, following the «panel–experts» presentations, the audience can interact with them to express their opinions, ask questions and solve unclear aspects in relation to the presentations. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talks to coordinate the Q&A – Discussion.

All speakers were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Panel Discussion» Sessions**

In this Session Type there is a Chair (Moderator of the Session). The Session consists of 3 Lectures, presented by 3 different Speakers respectively, and has a duration of 75 to 80 min in total, with the allocated time being divided as described below.

 **1 Chair:** 5 min for Introduction

**3 Speakers**: 3 x 20 min for each speaker presentation = 60 min

**Q&A – Discussion:** 10 or 15 min, depending on the whole program structure

**Total Duration:** 75 or 80 min

If another Session follows, there is always on top a 5 min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program flow.

Each «Panel Discussion» Session has a general «Running» Title dedicated to a topic that needs answers from experts. The 3 Lectures included within the Session are related to the overall topic, aiming to present to the audience an update on dilemmas often encountered in daily practice, but also to generate the discussion with session participants. Speakers are kindly advised to respect the time and to leave enough space to the audience to interact with them. As such, following the «panel–experts» presentations, the audience can interact with them to express their opinions, ask questions and highlight «grey zones» in relation to the presentations. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talks to coordinate the Q&A – Discussion. All speakers were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Refreshing Your Knowledge» Sessions – Former Refresher Courses (RC)**

In this Session Type there is a Chair (Moderator of the Session). The Session typically consists of only 1 Lecture, presented by an expert on the topic respectively, and has a duration of 30 min in total, with the allocated time being divided as described below.

**1 Chair:** 5 min for Introduction

**1 Speakers**: 20 min for his/her presentation

**Q&A – Discussion:** 5 min

**Total Duration:** 30 min

If another Session follows, there is always on top a 5 or 10min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program flow.

A Refreshing Your Knowledge Session is supposed to discuss in depth a topic and refresh the knowledge of participants, as a kind of literature review. The title of the session is specific and usually covers a specific but rather broad topic. The speaker is expected to present an update on the most recent publications related to the topic that is about to be discussed, whereas the most modern status of the topic is reviewed. The concept in this session type is that participants are conveyed from existing knowledge of the subject presented to the updated knowledge that is available after the presentation, in a dynamic sense of «… if you used to do it this way, now you must change your practice and follow this new recommended approach…».

The sole speaker is kindly advised to respect the time and to leave some space to the audience for questions and interaction. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talk to coordinate the Q&A – Discussion.

All speakers in this type of sessions were asked to provide a text of up to 2.000 words related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«PRO – CON Debate» Sessions**

In this Session Type there is a Chair (Moderator of the Session). The Session typically consists of only 2 Experts/Lecturers (one for the PRO and one for the CON part), in relation to the general running title of the topic, and has a duration of 50 min in total, with the allocated time being divided as described below.

 **1 Chair:** 5 min for Introduction

**1 Speakers for PRO**: 15 min for his/her presentation

**1 Speakers for CON**: 15 min for his/her presentation

**Rebuttal:** 5 min x 2 speakers = 10 min

**Q&A – Discussion:** 5 min

**Total Duration:** 50 min

Rebuttal can be skipped (in consultation with the chair of the session), in case the speakers do not feel comfortable with it, and the 10 min period can be used for further expanding the discussion with the audience in a free and more open way.

If another Session follows, there is always on top a 5 or 10 min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program flow. The speakers are kindly advised to respect the time and to leave some space to the audience for questions and interaction. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talk to coordinate the Rebuttal (if it will take place) and the Q&A – Discussion.

This PRO – CON DEBATE Session examines a controversial topic in a series of moderated lectures. In fact, the session time is split into one non – interactive part (2 speakers x 15 min each) and an interactive one (the rebuttal, again the same 2 speakers x 5 min each, if decided to take place), concluded by the Q&A – Discussion time. Topics are hot and interesting for the audience, whereas titles and discussion should be quite provocative. This is a purely interactive session, in which voting by the audience is used and active discussion must be achieved. Voting by the audience can be done twice (before and after the debate).

Both speakers in this type of sessions were asked to provide a text of up to 2.000 words related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Tips & Tricks» Sessions**

In this Session Type there is a Chair (Moderator of the Session). The Session typically consists of only 1 Lecture, presented by an expert on the topic respectively, and has a duration of 30 min in total, with the allocated time being divided as described below.

 **1 Chair:** 5 min for Introduction

**1 Speakers**: 20 min for his/her presentation

**Q&A – Discussion:** 5 min

**Total Duration:** 30 min

If another Session follows, there is always on top a 5 or 10min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program flow. The speakers are kindly advised to respect the time and to leave some space to the audience for questions and interaction. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talk to coordinate the Q&A – Discussion.

In Tips & Tricks Session, focused Tips or/and Tricks for daily routine clinical practice are provided by the speaker, in an effort to help participants, with the bonus of sharing ideas and experiences with expert professionals. Speakers are kindly advised to be practical and concise in their presentations and avoid lengthy lectures. The concept is that attendees, after leaving the lecture hall, to have learned simple but important secrets in relation to the topic presented.

All speakers were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Problem – Based Learning Discussion (PBLD)» Sessions - Can be an interactive session**

In this Session Type there is a Chair (Moderator of the Session). The Session typically consists of only 1 Lecture, presented by an expert on the topic respectively, and has a duration of 35 min in total, with the allocated time being divided as described below.

 **1 Chair:** 5 min for Introduction

**1 Speakers**: 20 min for his/her presentation

**Q&A – Discussion:** 10 min

**Total Duration:** 35 min

If another Session follows, there is always on top a 5 or 10 min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program flow. The speakers are kindly advised to respect the time and to leave some space to the audience for questions and interaction. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talk to coordinate the Q&A – Discussion.

**This can be interactive session** in which questions, answers and voting by the audience should be used to achieve a high level of discussion between the audience and the lecturer.

The speaker presentation can be usually based on an interesting case (normally encountered in daily clinical practice), which he/she explores with the audience using interactive questions and attendees’ responses. At the appropriate time decided by the speaker, questions can be posed to the audience, that will allow interactivity, including discussion and critique on the possible answers. The questions and possible answers will appear on the projection screen and in the mobile congress app for each session. After some discussion, speakers are urged to allow the attendees to vote on which answer is the most correct. The voting results will be displayed on the screen, and if the speaker considers it necessary the most correct answer can appear afterwards as per his/her opinion.

**Between 2 and 6 questions, each with either a YES – NO, or 3 to 5 possible answers need to be prepared by the speaker, and must be submitted to the congress secretariat by June 20th the latest, so that these can be included/added in the session voting system. In addition, if the questions appear inside a background presentation, speakers need to notify the congress secretariat when exactly they want them to appear on the screen in relation to the set of their slides. This notification can be done during the congress and at least 1 and 1/2 hours before the session starts.**

**You are a Speaker, How to send questions?**

**The person responsible for receiving all questions from the congress secretariat is Mrs Viviane BARBARISI (Viviane.barbarisi@mcocongres.com).**

**Please send your Session CODE / Session Date-Hour-Name / Title of Intervention / Speaker’s Position / List of Questions with Underlining in Colour the Correct Answer(s).**

Additional information on the topic background can be given by the presenter, either as a short lecture at the beginning or end of the talk, or in between the presented questions, in an effort to explain the correct answers. This is left at the discrete decision of the speaker.
As it is easily understood, the primary focus of this session type is to motivate attendees to interact and challenge them by providing a real problem to solve, thereby introducing concepts, as the solution is teased out of the fabric of the initial problem. Source material for a PBLD is often an interesting case, though not simply a rare syndrome or/and an unexpected complication that was managed with a good outcome, leaving no avenue for discussion or controversy. The advantages of incorporating a PBLD during teaching on RA, Perioperative Care, PoCUS, or Acute Postoperative / Chronic Pain Management include development of skills like clinical reasoning, critical thinking, and self – directed learning. On top of these, such discussions help the audience in developing a broader perspective of case scenaria, and this is how the speakers in this congress are advised to proceed.

All speakers in these session types were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Ask the Expert» Sessions**

In this Session Type there is a Chair (Moderator of the Session). The Session typically consists of only 1 Lecture, presented by an expert on the topic respectively, and has a duration of 50 min in total, with the allocated time being divided as described below.

 **1 Chair:** 5 min for Introduction

**1 Speakers**: 30 min for his/her presentation

**Q&A – Discussion:** 15 min

**Total Duration:** 50 min

If another Session follows, there is always on top a 5 or 10min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program flow. The speakers are kindly advised to respect the time and to leave some space to the audience for questions and interaction. Moderators, except Introduction, will be responsible to maintain timings and at the end of the talk to coordinate the Q&A – Discussion.

In this session type, the speaker will present a lecture on a specific topic, related to his/her fields of scientific interests. During the time of the session, the audience may pose questions via the app, which are visible by the chair/moderator. At the end of the expert’s talk, the moderator starts with posing to the speaker the received questions via the app, so that the expert can answer them. In addition, if comments or questions come from the audience, these can also be addressed lively, even if they have not appeared in the app. The scope is having a very interactive attitude with audience, allowing attendees to be involved and participate in the whole process.

All speakers in these session types were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Second Opinion Based Discussion» Sessions**

This is a new session type, recently introduced in ESRA Annual Congresses History, mainly dedicated to RA and Chronic Pain. As science is moving fast, often in the literature new proposals on specific RA Blocks and Interventional Pain Techniques are frequently presented, mainly in the form of isolated case reports or case series for covering specific indications. The aim of this new section in the scientific program is to serve as a critically useful «problem – solving» support, properly re – addressing tailored decisions, via a revisit of conflicting therapeutic situations. As such, physicians can be helped in the decision – making process, whereas morbidity – related interventions can be prevented. In addition, at the end of each Second Opinion Discussion Session, a Consensus would be derived regarding many of the new blocks for either RA or Pain, in an effort to define their usefulness, describe the way they work, as well as their potential limitations.

In this Session Type there is a Chair (Moderator of the Session). The Session typically consists of 3 short Lectures, presented by expert on the topic respectively, followed by the Consensus Statement and has a duration of 50 min in total, with the allocated time being divided as described below.

**1 Chair:** Very Quick Introduction

**1 Speaker on Anatomy**: 10 min for his/her presentation

**1 Speaker on Block Description:** 10 min for his/her presentation

**1 Speaker on 2nd Opinion:** 10 min for his/her presentation

**Conclusion by the Chair again:** 10 min for Summarizing Clinical Relevance and for Addressing the Consensus Statement on the Topic, focusing on a brief synthesis on efficiency, indications, and future of the various blocks presented.

**Q&A – Discussion:** 10 min (discussion can be 8 min to give a couple of minutes to the chair for the introduction)

**Total Duration:** 50 min

If another Session follows, there is always on top a 5 or 10 min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program flow. The speakers are kindly advised to respect the time and to leave some space to the audience for questions and interaction. Moderators, except Introduction and Conclusion (Clinical Relevance and Consensus Statement), will be responsible to maintain timings and at the end of the talk to coordinate the Q&A – Discussion. All speakers in these session types were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **«Luncheon» Sessions (LS)**

Unfortunately, these sessions will not take place this year.

1. **«Industry Supported» Sessions**

These session types could be in the format symposia or mini symposia and are fully organized by the sponsoring companies.

1. **«Live Demonstrations (LIVE DEMO) » on Human Models**

These Sessions are organized in an effort that experts present how to utilize Ultrasounds in daily clinical practice. Topics are related to (a) RA, (b) Chronic Pain Management, (c) PoCUS, and the scanning is presented to an audience, without any hands – on practice.

In every LIVE DEMO on Human Models there are 1 or 2 demonstrators/experts, and the whole duration of each session is 50 min, followed by a another 5 – 10 min on top in case another session follows. These are not ticketed sessions, although a preregistration has been asked to know the volume/number of attendees per session.

1. **Hands – On Clinical Workshops (WS)**

These sessions implement the use of human models and ultrasonography as mediums of demonstration. They are also categorized in RA, Chronic Pain, Paediatric and PoCUS Hands – On Clinical WS. These are ticketed sessions and have a duration of 2h each. In every WS, there is a WS leader, plus 4 WS demonstrators being allocated in 4 different workstations. In every WS, no more than 24 delegates can attend, for a better hands-on practice. The 24 attendees are divided into 4 groups, and will rotate in the 4 workstations, for around 30 min approximately per workstation. More details in the documents attached.

1. **«MINI» Hands – On Clinical Workshops (WS)**

These sessions implement the use of human models and ultrasonography as mediums of demonstration. They are focused on RA, Chronic Pain, Paediatric and PoCUS Hands – On Clinical topics. These are ticketed sessions and have a duration of 1h each. In every WS, there is only one demonstrator and only one workstation. In every WS, no more than 8 delegates can attend, for a better hands-on practice. In the 1h allocated time, all 8 participants will have the opportunity for an extensive hands – on practice, with the demonstrators/experts being readily available to teach them. More details in the documents attached.

1. **Hands – On Cadaver Workshops (WS)**

These workshops are ticketed, having all the practical requirements necessary for working with cadavers, will take place at:

Institute of Basic Medical Sciences
Domus Medica
Address: Sognsvannsveien 9 - Oslo, Norway

**How to go there:**

**A SCHUTTLE SERVICE WILL BE PROVIDED FROM/TO THE NOVA SPEKTRUM**

**Meeting point NOVA:**in front of the THON HOTEL ARENA - Nesgata 1, 2004 Lillestrøm, Norway

**Meeting point IMB CADAVER LAB:**Domus Medica – Gaustad - Sognsvannsveien 9 - 0372 Oslo

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The learning objectives, that are clinically focused, are:

(a) Demonstration of anatomical landmarks, review of anatomy of nerves and surrounding anatomical structures, related to the specific blocks presented, as well as block performance technique (needling through skin puncture).

(b) Acquisition of hands – on experience with US Guided CNBs, PNBs and truncal blocks (relevant sonoanatomy and needling through skin puncture), practice of needle insertion techniques for UGRA.

1. **360° Simulation Sessions**

This session type was introduced in the ESRA Annual congresses in 2022. These sessions are not ticketed and will take place in a simulation centre specifically constructed inside the congress venue. The area is constructed to resemble a real Operating Room, with all machines and equipment we use in our daily practice. Case scenarios will be presented as they happen in real life, in relation to Regional Anaesthesia. In front of the simulated OR, seats for attendees will be available, so that they can follow the case scenario evolution. Also, plasma screens will be in place, so that everybody in the room can attend all that is happening. The goal is interactivity between the simulation team and the audience, via polls, Q&A and lively discussion.

1. **Free Paper Sessions**

These are the classical sessions, in which the selected from the submitted free papers (oral announcements) will take

place. There are 2 sessions dedicated to Best Free Papers (a) on RA, and (b) on Chronic Pain, from which 3 in each category will be selected for the awarding of prizes. In the RA Best Free Paper Session 8 will be included, for the final judge by the Chairs and Jury, whereas in the Chronic Best Free Paper Session 6 will be included accordingly. Each free paper will be presented in max 10 min plus 3 min for Q&A. Winners will be announced at the Awards Ceremony Session. The rest of the free papers selected for presentation after their submission, are allocated in various Free Papers Sessions, as per the main category they belong to (CNBs, PNBs, Obstetrics, Paediatrics, Postoperative Pain Management, Chronic Pain Management, Case Reports, Miscellaneous). Every Free Paper Session of those mentioned above has a duration of 55 min, accommodating up to 5 abstracts presented.
In every Free Paper Session there is a Chair (Moderator), who needs to keep the time and make the session interactive with Q&A – Discussion.

1. **E – Posters Sessions**

E – Posters Sessions are divided in 2 categories: (a) those to be discussed, and (b) those to be only viewed, but not

discussed at all.

The accepted E – Posters that are going to be discussed are organized in Sessions, that will take place in the Exhibition Area, during coffee and lunch breaks. For each such session a chair (moderator) will exist. Again, as in the case of Free Papers, the selected/accepted E – Posters that are going to be discussed are allocated in various Sessions, as per the main category they belong to (CNBs, PNBs, Obstetrics, Paediatrics, Postoperative Pain Management, Chronic Pain Management, Case Reports, Miscellaneous). Every E – Poster that is going to be discussed has an allocated time of 5 min (3 min presentation and 2 min Q&A).

The Chair (Moderator) of each E – Poster Session, needs to keep the time and make the session interactive with Q&A – Discussion. The non – discussed (only viewed) E – Posters will be available in Plasma Screens for the audience to just scroll down and be informed about the content. No Chair exists for these only viewed E – Posters.

1. **PROSPECT Session**

This Session Type is solely dedicated to the PROSPECT Group current Guidelines and Recommendations that have recently appeared in literature. Topics are selected by the PROSPECT Group in close collaboration with the Scientific Committee Chair and Members. The set – up and description of the session is similar to a classical Networking Session, with a Chair (moderator) plus 4 speakers.

Time allocated to this Session type is 1 and 1/2 hours (110 min), allocates as follows:

**1 Chair:** 5 min for Introduction

**4 Speakers**: 4 x 22 min for each speaker presentation = 88 min

**Q&A – Discussion:** 17 min

**Total Duration:** 110 min

If another Session follows, there is always on top a 5 – 10 min period before the next Session starts, for a smooth and flawless circulation of Speakers and Attendees, but also for covering any unpredicted extension of the session, to avoid delays in the program. All speakers were urged to provide a short text related to their talks. Those that have been submitted inside deadline set will appear in the congress app, but also in the RAPM supplement dedicated to the congress proceedings (citable publication). In addition, the slides of the speakers will also appear in the congress app, if presenters give their permission to share their intellectual content.

1. **ESRA Sessions**

These include:

1 – «ESRA Opening Ceremony & Welcome Session», followed by the «Welcome Reception»

2 – «EDPM Ceremony» Session

3 – «ESRA Trainees» Session

4 – «ESRA Awards Ceremony» Session

5 – «ESRA Educational Video Competition» Session

6 – «Sister Societies Networking Session

# **MODERATORS GUIDELINES**

**GENERAL SESSIONS CHAIRS (MODERATORS) – TASKS, ROLES & RESPONSIBILITIES**

For Chairs (Moderators) of the Sessions being held during the main congress track, that is:

*«Networking» - «Expert Opinion» Discussion - «Panel» Discussions - «Refreshing Your Knowledge»- Former Refresher Courses (RC) - «PRO – CON Debate» - «Tips & Tricks» - «Problem Based Learning Discussion – PBLD» - «Ask the Expert» - «Second Opinion Based Discussion» - PROSPECT - ESRA Sessions*

Generally speaking, Session Moderators are responsible for the flow of the assigned session(s). They are usually experts on the presented topics, and normally they do not participate as faculty in the session they moderate, which is not recommended.

Their duties include the following:

- Pre-session coordination with session faculty to ensure flow/cohesiveness of content; for this reason, and if they consider it necessary, they can be in touch directly with the faculty members of their session(s), at the email addresses provided by the organizers

- Brief highlighting of the learning objectives and introduction of the speakers/presenters at the beginning of the session

- Time keeping during the session

- Addressing of any actual bias during the session, if such exist

- Q&A – Discussion coordination

- Commentary to increase cohesion of content and reiteration of key points, mainly at the end of the session

- Managing Q&A: If a question comes from the floor about ESRA (eg. advocacy, future programming etc) first ask of an ESRA Major Officer or Board Member is at the session to answer the question. If none are in attendance, please refer the question to the ESRA MOs/Board.

- Motivation of attendees to complete at the end of the session the session/speakers’ evaluation form, available in the congress app

**FREE PAPERS SESSIONS CHAIRS (MODERATORS) – TASKS, ROLES, RESPONSIBILITIES**

Prior to the Session

- Review all session free papers in the congress app, and familiarize yourself with the presented work

- Plan to go 5 min earlier and introduce yourself to presenters that may have arrived early

- Divide the allocated time by the number of Free Papers included in the Session to get an idea how long to give to each speaker (presenter) / Each Free Papers Sessions has a duration of 55 min, accommodating 5 Free Papers approximately (=50 min in total, plus 5 min in case of any unexpected delay) / For Best Free Papers Session (RA and Chronic Pain) allocated time differs (see section above)

During the Session

- Introduce yourself and the session you are chairing

- Order of Presentations: Let the audience know the number and order of Free Papers to be presented (see

congress app for most up to date listing)

- Ensure that speakers (presenters) and audience understand the time allocated to each Free Paper (up to 8 min

for Presentation and up to 2 min for Q&A, except Best Free Papers Session where more time is allocated per

Free Paper)

- Remind presenters to declare any conflict of interest at the beginning of their presentation, including industry

sponsorship of the study

- Remind presenters to use generic names, not brand names of drugs and devices

- At the end of each presentation invite questions and the chair can ask a question to start a small discussion if

none is posed by the audience

- For Audience Questions: Please ask the audience to introduce themselves and state their affiliation, before asking the question

- Beware of Junior Residents and Trainees that might be very nervous and help them if required

- Make sure the session ends on time

- Complete the evaluation form that will be provided to you

**E - POSTERS SESSIONS CHAIRS (MODERATORS) – TASKS, ROLES, RESPONSIBILITIES**

All Discussed E – Posters Sessions will take place at exhibition area during the coffee and lunch breaks. There will be E – Posters that will only be viewed and not discussed at all, and as such will have no chair.

Prior to the Session

- Review all session E - Posters in the congress app, and familiarize yourself with the presented work

- Plan to go 10 min earlier, to become familiar with the technical elements of the E-Poster System and Presentation Screen (there will be a technician onsite to assist)

- Introduce yourself to any presenters that may have arrived early

- Divide the allocated time by the number of E – Posters included in the Session to get an idea how long to give

to each speaker (presenter) / Each E-Poster should have 5 min max (3 min presentation and 2 min questions)

During the Session

- Introduce yourself and the session you are chairing

- Order of Presentations: Let the audience know the number and order of E – Posters to be presented (see congress app for most up to date listing)

- Ensure that speakers (presenters) and audience understand the time allocated to each E – Poster (up to 3 min for Presentation and up to 2 min for Q&A)

- Remind presenters to declare any conflict of interest at the beginning of their presentation, including industry sponsorship of the study.

- Remind presenters to use generic names, not brand names of drugs and devices.

- At the end of each presentation invite questions and the chair can ask a question to start a small discussion if none is posed by the audience.

- For Audience Questions: Please ask the audience to introduce themselves and state their affiliation, before asking the question

- Beware of Junior Residents and Trainees that might be very nervous and help them if required.

- Make sure the session ends on time.

- Complete the evaluation form that will be provided to you.

**THANK YOU!**