Introduction
The purpose of these briefing notes is to provide you with guidelines for chairing a workshop, oral or a pitch session.

Format of workshops, oral and pitch sessions
Workshops are 90-minute sessions for which the format and the number of presentations varies. If you are the organiser and chair of the workshop, you know your role. In case of questions, contact the workshop organiser.
Oral sessions last 90-minutes and have 6 presentations of 10 minutes each with 5 minutes for discussion. You can discuss with presenters whether you have 5 minutes discussion after each presentation or 30 minutes towards the end of the session.
Pitch sessions last 60-minutes with 8 presentations of 5 minutes and 5 slides. After each presentation you can allow a short discussion or use 20 minutes for discussion towards the end of the session.

Presenters’ slides
Workshop and oral session presenters have been asked to take their slides with them for uploading in the presentation room. They have been asked to arrive early in the presentation room. The presenters have to upload their slides on the laptop computer. Room attendants will be available for assistance.

Pitch presentations have been sent to EPH Conference Office in advance and will be uploaded by the room attendant. They are informed that if the EPH Conference Officer did not receive their slides in advance, their presentation is re-scheduled towards the end of the session, so no time is lost. In case of incomplete sessions, you are provided with the missing slides shortly before the start of the session by the room attendant.

Content of your session
The full abstracts of your session, as published in the Abstract Supplement of the European Journal of Public Health, are sent to you as soon as they are available. The document includes names and email addresses of the presenters. This enables you to contact the presenters to prepare format of the session and possible key questions you want to address in the discussion. Please note that Abstract Supplement may have more abstracts or not all abstracts, due to last minute changes or cancellations in the programme. Please check http://www.ephconference.eu/programme/dynamic_programme.php for the total set-up of the EPH Conference programme.

Duties of Chairs
- Supporting presenters to make the best of their presentations.
- Ensuring best use of the limited time for discussion.
- Sticking to the time table. To assist you with this, you will find a yellow card and a red card on your top table.
- Preparing some questions for the presenter in case there is no discussion.
In addition, please

- Make every effort to keep presenters to the allocated time. In cases where presenters have cancelled, there will be more time for the remaining presenters. Please determine how much time should be allocated to each presenter and to questions before the session begins and notify the presenters if they will have a few extra minutes. Due to the full conference programme, the planned time should not be exceeded.
- Support and assist the presenters, especially if this is their first conference presentation.
- Stimulate as much involvement from the audience as possible. If the discussion does not start, ask the audience a few questions.

Learning experience
Some sessions will be co-chaired by young colleagues who want to learn the ropes from the experienced chairs. If you are the experienced chair, please support your less experienced colleague. If you are the inexperienced one, do not hesitate to ask for help.

Evaluation form
At the end of the session, please fill out the evaluation form provided by the room attendant.

Audiovisual equipment in the parallel sessions
Each room is equipped with a screen, data projector and computer. Microphones are provided in most rooms. Please note that presentations (slides) of speakers are sent by the MiCo upload centre. If any problem occurs, please ask the room attendant to assist you. In case this happens when the session has started, move on to the next presentation.

Hosts
Room attendants (black dress, orange scarf) will be on call for all rooms.

Step by Step Guide to Chairing a Session
1. Arrive 15 minutes early to meet your room host and the presenters (who have been asked to arrive 15 minutes early as well).
2. Remind presenters that they are expected to finish their oral presentation after 10 minutes, for pitches after 5 minutes – even if there is more than one presenter per paper.
3. Warn presenters in advance that you will signal for the 3 remaining minutes, again for 1 remaining minute left (yellow card) and that you will be ruthless about stopping them after 10 minutes (red card).
4. Discuss with your presenters how they prefer to have the format of your session
   - First all presentations and afterwards discussion
   - Or after each presentation a 5 minutes discussion (or longer if time permits).
5. At the start of each presentation briefly introduce each speaker.
6. Please insist that:
   - Delegates use a microphone where provided, and wait for it to arrive.
   - Speakers stand up and introduce themselves and their organisation.
7. If the next presenter is absent altogether, you can either allow the previous discussion to continue or proceed to the next presentation.
8. At the end of each session, please:
   - Thank the speakers;
   - Tell conference participants the next point in the programme (coffee break, another session, plenary).
9. At the end of the session, please fill out the evaluation form provided by the room attendant.