WSPID 2025 E-Poster Moderator Guidelines

Thank you once again for your support and for moderating an e-Poster session at **WSPID 2025.** Your contribution plays an essential role in enhancing the experience for all delegates.

As an **E-Poster Presentation Chairperson**, your primary responsibility is to ensure effective time management throughout the session. Please carefully review the details below to support the smooth delivery of your session.

Before Your Session

- To check your session schedule: click here and search for your name in the search bar. Once located, click your name to view details, including session timings and assigned presentations.
- **Location**: Please proceed to the **E-Poster Area** in the **Exhibition Area** of the Congress venue and visit the Help Desk upon arrival.
- A member of our team will provide you with a list of scheduled presentations and presenters
- Full program and session details will be accessible via the **Congress App**.
- Please arrive at the E-Poster **Help Desk at least 10 minutes before** your session to:
  - Collect your headset and microphones
  - Locate your assigned station
  - Familiarize yourself with the e-Poster screen controls, including **zoom and pointer functions** (onsite technicians will be available to assist)

E-Poster Session Format

- Sessions will take place in an **open space**, clustered around electronic poster screens.
- **Audio is transmitted via headsets** to avoid sound interference between stations. Delegates must collect a headset from the E-Poster Help Desk and tune it to the correct station channel.

• Two microphones will be available per station:

o One for your use as chairperson

o One to be passed between presenters during the session

• Please ensure each presenter uses the microphone effectively and adjust as needed.

During the Session:

- **Introduce each presenter and their poster title** before their presentation.
  Details of your session structure will be provided onsite.
- **Presentation Timing:**

- o Each presenter has **5 minutes** to present their E-Poster, followed by **2 minutes** for discussion (total of 7 minutes).

- o Monitor the time strictly, ensuring presenters start and finish on time.

- o If a presenter is absent, proceed to the next scheduled presentation and notify us after the session.

- **Encourage Discussion**: Formulate at least one question for each presenter to ensure an engaging discussion. If no audience questions arise, use your prepared question(s).

Final Notes
Your attention to **timekeeping, audience engagement**, and **technical coordination** will ensure a successful and impactful session for all.

For any additional questions, please don't hesitate to contact us.
Thank you once again for your valued contribution to **WSPID 2025**
Best regards,
WSPID 2025 Congress Secretariat