SUCCESSFUL DISCUSSIONS START WITH WELL-PREPARED SESSION CHAIRS

BEFORE THE CONFERENCE

Prepare opening slide and discussion questions.

Carefully REVIEW session abstracts, IDENTIFY broad questions/themes, & CREATE slides to introduce themes.

Collect author slides.

PLACE slides in a single PowerPoint presentation.
SAVE to USB flash drive & PACK it for conference.

BEFORE THE SESSION

Greet authors, provide order for oral summaries.

CHECK pronunciation of names & ENSURE attendance of scheduled presenters.

ORGANIZATION OF RAPID DISCUSSION SESSION

Total Session Time: 2 hours

Oral Period

20-30

Viewing Period

30-45

Discussion Period

30-60

90 seconds

ORAL PERIOD

Introduce session, presenters.

Briefly INTRODUCE session theme & INTRODUCE each presenter.

KEEP track of 90-second time limit, STOP presenters when exceeded, THANK presenter, MOVE to next presenter.

VIEWING PERIOD

Announce independent poster viewing time.

ASK presenters to stay by posters & SUGGEST flexible time for viewing (30-45 minutes).

DISCUSSION PERIOD

Guide discussion through simple, open-ended questions.

DO:

* Keep discussion moving
  - ASK individuals for comments.
  - BE AWARE when discussion has subsided and MOVE to next question.
* BE INCLUSIVE to audience participation.
* Politely INTERRUPT speakers who are monopolizing discussion.
* Feel free to use SUMMARY slides of themes.

DO NOT:

* Monopolize the discussion.
* Ask each presenter for poster remarks.
* Isolate discussions to groups.

Chairs retain flexibility to modify the guidelines to improve the session

Johanna Uthoff, RS