

ESPGHAN 2025 – Moderator Guidelines

Thank you for your support in moderating a session at **ESPGHAN 2025**. Your role is vital in ensuring a smooth and engaging experience for attendees—both onsite and virtual.

Your Role as a Moderator

As a session chairperson, you are responsible for the **smooth operation and time management** of the presentations within your session. Please review the following guidelines to help you prepare and effectively moderate your assigned session(s).

BEFORE THE ANNUAL MEETING – Preparation

- Familiarize yourself with your session(s), speaker(s), and timings using the [interactive programme](#).
- To view your personal schedule:
 1. [Click here](#)
 2. Enter your last name in the search bar
 3. Click on your name to access the session details
- Please note:
 - **Abstracts are under embargo** until the start of the Annual Meeting on **14 May 2025**.
 - Full programme and session details will also be accessible via the **Annual Meeting App**, starting **14 May 2025**.
 - You will receive information prior to the meeting regarding downloading the App.

AT THE ANNUAL MEETING – Before Your Session Starts

- All sessions have a Q&A component, through the Annual Meeting App called “Ask the Speaker,” further explained below. This feature is also available for live streamed sessions through the virtual platform on the **15 May – 17 May**. There are no virtual delegates on 14 May.
- **Arrive at your session hall at least 15 minutes before the scheduled start time to:**



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- Meet the **AV technician**
- Receive your **moderator iPad**
- Get a brief orientation on session features and technical support
- **Two minutes before the session starts**, kindly ask delegates to take their seats and move toward the front.

One minute before the first presentation:

- Introduce yourself by **name and affiliation**
- Announce the **session title**
- Politely remind attendees to:
 - **Silence mobile phones**
 - **Avoid taking photos or recording** the presentation content

DURING THE SESSION

As moderator, your responsibilities include:

- **Welcoming both onsite and virtual attendees** (15–17 May only)
- Introducing each **speaker and presentation title**, using the most up-to-date details from the **Mobile App**, a printed agenda will be provided for you as well
- **Strictly adhering to scheduled start and end times** of each presentation, ensuring attendees can navigate between sessions
- Announcing a **two-minute warning** so that a speaker can time the end of their presentation and not overrun.
- Ensuring the speaker uses the **microphone** and speaks clearly
- Requesting that speakers slow down if they're speaking too quickly or unclearly
- Summarising audience questions when needed, or clarifying if a question is not understood
- Notifying the in-hall technician immediately of any AV issues

If the session runs ahead of schedule:

- Solicit questions from the audience and lead a discussion
- If finished early, you may end the session

If a speaker is absent:

- Move directly to the next presentation



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Q&A Functionality

- Questions from **onsite attendees** can be asked live or submitted via the “**Ask the Speaker**” feature in the app
- For **virtual attendees (15–17 May)**, questions can be submitted via the app during live-streamed sessions
- For all sessions, please inform attendees that they can direct questions to speakers individually by locating the speaker’s name in the Mobile App and initiating a chat—provided the faculty member has enabled this feature.

"ASK THE SPEAKER" – How It Works

① *This feature will only be visible in the app once the Annual Meeting begins.*

During your session, please explain to the audience how to submit questions via the app:

- Open the **Annual Meeting App**
- Navigate to your session and select "**Interactive Features**"
- Click “**Ask the Speaker**”
- Type your question and press the green arrow to send

📱 Questions will appear on your moderator iPad for review. The in-room technician will assist you with this functionality.

VOTING FEATURES (if applicable)

Some sessions will include interactive voting. The speaker will guide attendees as follows:

- If the session has voting, the speaker has been informed to announce, “please vote now,” during their presentation. At this point, the technician will open the voting in the app and on the virtual platform.
- When the speaker wants to finish the voting, they will announce “please close the voting.”
- Voting results will be shared with the presenter and audience for discussion.



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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 **ESPGHAN 2025**.

Warm regards,

The ESPGHAN 2025 Scientific Committee



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