

ESPGHAN 2025 – E-Poster Moderator Guidelines

Thank you once again for your support and for moderating an e-Poster session at **ESPGHAN 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

- **Location:** Please proceed to the **E-Poster Area** in the **Exhibition Area** of the Annual Meeting venue and visit the **Help Desk** upon arrival.
- A member of our team will provide you with a list of scheduled presentations and presenters.
- Please note: **Abstracts are under embargo** until the start of the Annual Meeting on **14 May 2025**.
 - Full programme and session details will be accessible via the **Annual Meeting App**, starting **14 May 2025**.
 - You will receive information prior to the meeting regarding downloading the App.
- Please arrive at the **E-Poster Help Desk at least 15 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:
 - One for your use as chairperson



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- One to be passed between presenters during the session
- Please ensure each presenter uses the microphone effectively and adjust as needed.

During the Session

- **Arrive at the E-Poster station at least 5 minutes before** the session starts and assemble the presenters.
- **Introduce yourself** to the audience and remind them to **silence mobile phones**.
- Introduce each speaker and their presentation title as listed in the **Final Programme**. A printed copy will be provided for you.
- The e-Posters will be prepared in presentation order at each station.

Presentation Timing & Format

Highest Scoring & Standard E-Poster Presentations

- Total time per presenter: 4–5 minutes
 - 3 minutes for presentation
 - 1–2 minutes for audience questions and discussion

★ New: Rapid-Fire E-Poster Presentations

- **Strictly limited to 2 minutes per presenter**
- Presenters should highlight:
 - The **core message**
 - **Broader significance** of their findings
 - Key insights (without going into detailed methodology)
- **No discussion during the presentations** – if time permits, questions may be taken after all have presented.
- **Timekeeping is critical**: Please ensure that each presenter adheres strictly to the 2-minute limit to allow all speakers an opportunity to present.



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Managing the Unexpected

If the session finishes early:

- Invite questions from the audience
- Ask prepared questions of the speakers
- If significantly ahead of schedule, you may **conclude the session early**

If a speaker is absent:

- Move directly to the next presentation without delay

For any audience questions:

- Select the questioner and **hand them the microphone** to ensure everyone can hear the question

Your role is vital in ensuring the session stays on time and runs smoothly, providing a fair and engaging platform for all presenters.

The **ESPGHAN 2025 Scientific Committee** sincerely appreciates your valuable contribution to the success of the Annual Meeting.



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