

Guidelines for chairs and speakers

2023

For FIP Chairs and Speakers



ADVANCING
PHARMACY
WORLDWIDE

FOR SESSION CHAIRS

INSTRUCTIONS AND GUIDELINES (1)

The FIP congress is a wonderful opportunity to exchange ideas and speak with pharmacists and pharmaceutical scientists from around the world. To optimise your work as a chair of one of the FIP congress sessions, we offer the following instructions for preparing for your session

Before the congress

- Contact speakers before 1 September to ensure that they are familiar with their topic. Encourage them to make contact with other speakers and share the available abstracts among them to guarantee a fully coordinated symposium. Try to avoid any overlapping and duplication of content in the presentations.
- Assign one or more of the adopted learning objectives to each speaker. Make sure that all the session learning objectives will be covered.
- Read the biography, of the speakers in your session and be prepared to ask questions after the presentation. You can ask speakers to provide a short description (50 words) about themselves (relevant to the topic) for introduction.
- Speakers are requested to upload their presentation in the portal at least two weeks before the congress. Review the speakers' presentations to ensure that the presentations are in accordance with the FIP policies and include all the requirements (i.e. use generic drug names, make a conflict of interest statement, no advertising). Make sure that the number of slides is appropriate for the allocated presentation time. Feel free to ask the speaker to reduce the content in order to ensure a well timed session.
- A few days before your session you will receive the introduction slides for your session containing information on the session, information on conflicts of interest for the speakers, etc. In case there is a potential conflict of interest for the speaker, scan their presentation and try to solve any actual conflict as well as send a reminder that advertisements are not permitted. You can inform the session participants about any conflict of interest before the presentation.

- If you add any information to the introduction slides, don't forget to bring the updated version to the congress.

Checklist before the congress

- Ask the speakers to upload their presentation before 1 September. If a speaker is unable to upload the presentation in advance, the presentation may be withdrawn.
- Review the final versions of speakers' presentations at least two weeks before the congress to avoid overlapping material or advertisements.
- Arrange to meet the speakers at the congress venue at least two hours before the start of the session.



FOR SESSION CHAIRS

INSTRUCTIONS AND GUIDELINES (2)

At the congress

Arrange to meet the speakers at the congress venue a day or at least two hours before the session to discuss their presentations and to ensure that the session runs smoothly. Make sure that new speakers feel comfortable and included in the creation of your session.

Remind speakers to hand in their presentations to the Speakers Room after their registration (see the Speakers Room paragraph).

Arrive 20 minutes before your session starts and make sure that audio visual equipment is working. If problems are encountered, request assistance from one of the technicians.

Timing

Please note that coffee and tea are available from 10:30 to 11:00 for the morning sessions and from 16:00 to 16:30 for the afternoon sessions.

Timers are available, so don't forget to use them. It is an effective way to ensure that speakers do not exceed the scheduled presentation duration.

Keep the programme on schedule in order to allow enough time for audience interaction (e.g. questions, discussion). Remind your speakers to finish in their allotted time out of respect to the audience and the other speakers. Make it clear to your speakers that you will enforce the time schedule.

Be prepared to signal the speaker to "wrap it up" if time is running short. Ensure time for questions from the audience.

In the end conclude the session in a way that is appropriate (you can go through the learning objectives), thank all the speakers, and close the session with take-away messages.

Speakers Room

Speakers and chairs need to hand in (if not uploaded before in the portal) and check their PowerPoint presentation at the Speakers Room at least two hours before their session in order for their slides to be formatted correctly by the audio-visual team and sent to the correct session room. Please refer to current "PowerPoint presentation guidelines FIP" for further information.

Checklist at the congress

- Meet speakers at the congress venue to ensure that the session runs smoothly.
- In case you need to cancel your participation, inform FIP Headquarters at congress@fip.org **ASAP**.
- Introduce the speakers using their biographies.
- Respect the time for a coffee break.
- Please announce to the audience if a speaker has cancelled (and if applicable, has been replaced by another speaker)
- Keep the speakers on schedule in order to allow enough time for audience interaction.
- Close the session with take-away messages.

A few of the computers in the Speakers Room may be used by chairs and speakers to finalise their presentations if necessary. However, we ask that the duration of using these computers is kept to a minimum. We ask that chairs and speakers use the Speakers Room for the purpose of finalising and handing in their presentations. The room should not be used for meetings, checking email or coffee breaks.

Session structure and rules

Introduce yourself and the co-chair(s) if applicable. Introduce speakers from the information in the biography they have submitted.

When necessary, ask the audience not to carry on a conversation during the presentations and to turn off mobile phones, as well as not to take any pictures during the presentations.

Congress attendees may **not** download/copy presentations from the lecture room computer. You can remind your audience that presentation slides will be made available on-line after the congress. The exact date together with the link to the webpage and login information will be emailed to participants using the email in their registration information. Keep the session interactive. Invite the audience to write their questions on a Post-it note (at your desk) and you can then read the most interesting ones out during Q&A.

If appointed, the co-chair will assist the chair in all above mentioned tasks. He or she may also moderate the Q&A session.

FOR SPEAKERS

INSTRUCTIONS AND GUIDELINES (1)

The FIP congress is a wonderful opportunity to exchange ideas and speak with pharmacists and pharmaceutical scientists from around the world. To optimise your communication with multilingual audiences, we offer the following pointers for preparing your presentation(s).

Tips for visuals

- Use a sans-serif font, such as Calibri, Cambria, Arial, Tahoma or Verdana.
- Consider carefully the choice of your background and the colour of your text: both should facilitate reading.
- Use a font size of at least 18 so that it is big enough to see from a distance.
- Don't put too much text on your slides (no more than 7 lines is recommended). It may be difficult for participants whose first language is not English to read quickly. Adjust the number of slides according to the time available for your presentation. As a guide, no more than 1 slide per minute of presentation is recommended.
- Whenever possible, use an image or diagram to make a point or explain a concept. All language groups generally more easily understand images.
- Avoid excessive use of animation and complicated slide transitions. These can be distracting and add to the time taken to deliver your presentation.
- Keep your presentation slides simple and clear. If you are using moving pictures/video's please make sure that you check the links with the technician in the Speakers Room
- Presentations should include bibliographical references for further information on the topic. If you are using other people's material, it should be appropriately acknowledged.
- Make sure the last line of your slides is not too close to the bottom of the slide, otherwise participants may have difficulty reading it.
- Don't forget to spell check your slides before presenting them.
- Take into consideration that you cannot present from your own own laptop.
- The presentations will be displayed from a PC with Windows 7 and PowerPoint 2016 or higher version.

Before the congress

- You are asked to upload your presentation before 1 September, in the faculty portal (the link is provided in your invitation letter), so chairs can prepare themselves well in advance.
- Make sure that you have registered, submitted an abstract and a short biography in the faculty portal, as well include the disclosure slide in your presentation for possible conflict of interest. The slide is provided well in advance to you.
- Meet the deadlines requested from FIP staff and your chair(s).
- Please note that if you are unable to provide slides on request, FIP cannot guarantee your participation as a speaker.



FOR SPEAKERS

INSTRUCTIONS AND GUIDELINES (2)

Points for speaking

- Keep in mind that the first language of many in your audience is not English. Speak slowly and clearly. Speak loud enough and close to the microphone.
- Choose simple, commonly understood language as opposed to technical terms whenever possible.
- Unless instructed otherwise by the chair of your session, prepare your talk from a global, rather than a national perspective.
- Avoid acronyms – e.g. say “World Health Organization” instead of “WHO”.
- Avoid slang, idioms and jargon. Those outside the language or national group rarely understand them.
- Use generic names of medicines (and avoid branded names or any form of advertisement).
- Use supporting visuals (e.g. PowerPoint presentation) whenever possible. This helps your audience to fill in comprehension gaps.
- We recommend that you do not read from your manuscript.
- Do not exceed the allocated presentation time. We suggest you keep your presentation 5 minutes shorter than requested in order to allow time for audience interaction.
- Don't forget to conclude your presentation with a few “take-home” messages to say what should be kept in mind by participants and could apply to their practice.

At the congress

- Make sure that you have made contact with the chair of your session to facilitate coordination with other presenters within your session in order to avoid using duplicate material.
- Meet in person with the chair and the other speakers before the congress officially opens or at the congress before the session.
- Refer to the learning objectives allocated to you by the chair of the session to ensure your presentation covers that is expected.
- Make sure you have made a statement regarding conflict of interest (on registration or to the FIP Office) using the slide provided. Because FIP is an NGO in official relations with the WHO, no advertising is allowed. It is therefore a policy of FIP not to accept speakers/chairs who do not make a conflict of interest statement before the congress.



FOR SPEAKERS

INSTRUCTIONS AND GUIDELINES (3)

It is important to engage with the audience, in order to provide them with the best learning opportunity. Make a one-minute pause every couple of minutes during your presentation to ask the audience a question related to the content or facts from your presentation or reflection (e.g. “Based on what you have just heard in my presentation, raise your hands if you think this fact is true”) or to give the audience an opportunity to think about the presented information. Giving the audience the opportunity to learn and remember your presentation will make your session of even greater value.

You can engage the audience also via other tools

- Ask a question provoking thoughts on a slide and give the answer on the following slide.
- Let audience vote on the question (e.g. using the YES/NO page in the programme, etc.).
- Encourage the audience to do a follow up, or to write notes.
- Ask the audience about their current level of knowledge and assess if the level increased after the session.
- Use interactive tools, such as SliDo or Post-it notes, examples from practice, postcards, etc.
- Keep your presentation within allotted time.

Hand in your presentation at the Speakers Room

You are asked to upload your presentation before 1 September, in the faculty portal so chairs can prepare themselves well in advance. At the congress you will be asked to hand in the latest version of your presentation in PowerPoint at the Speakers Room at least two hours before your session. so your slides can be formatted correctly by the audio-visual team and sent to the correct session room. Please refer to the above guidelines for further information.

A few of the computers in the Speakers Room may be used by speakers to finalise their presentations if necessary. However, we ask that duration of use of these computers is kept to a minimum. We ask that speakers to use the Speakers Room only for the purpose of finalising and handing in their presentations. The room should not be used for meetings, checking email or coffee breaks.



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