

IN-03 Internal Guidelines on FIP Congress Planning

2019/2020/2021

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 June 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 abstracts (including 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.
- Please inform the speakers that they will be evaluated at the congress.
- Inform speakers that they will receive a presentation template. Ask speakers to send you their presentation at least six 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 authors 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, accreditation, information on conflicts of interest for the speakers, etc. In case there is a potential conflict of interest for the speaker, scan his/her presentation and try to solve any actual conflict as well as reminding him/her 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

- Contact speakers before 1 August.
- Ask the speakers to send you their presentations six weeks before the congress. If a speaker is unable to send you the presentation, his or her invitation to speak 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 a day or two before the session.



FOR SESSION CHAIRS

INSTRUCTIONS AND GUIDELINES (2)

At the congress

Arrange to meet the speakers at the congress venue a day or two 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 media room after their registration (see the Media 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

For a 3-hour session, make sure that the times for a 20-minute break is respected to keep the audience's attention. Please note that coffee and tea are available from 10:20 to 10:40 for the morning sessions and from 15:50 to 16:10 for the afternoon sessions.

If timers are available, 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.

Media

Speakers and chairs need to hand in their presentation PowerPoint(s) at the media 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 the chair 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)
- Ask audience to fill out the evaluation forms.
- 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 media room may be used by chairs and speakers to finalise their presentations if necessary. However, we ask that duration of use of these computers is kept to a minimum. Please do not use any computers that are reserved for members of the press. We ask that chairs and speakers use the media 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.

Session structure and rules

Introduce yourself and the co-chair(s) if applicable. Introduce speakers from the information in the biography and abstracts 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 online 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.

Evaluation

Ask the audience to complete the session evaluation form and give it to congress staff.

At the end of the session, don't forget to complete an "Evaluation form by the chair of the session" for each speaker and to give the evaluation forms to congress staff.

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/videos, bring your own laptop and/or double-check the functionality in advance of your presentation in the lecture 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.

Before the congress

- Register online as per the instructions you received, indicating that you accept the invitation to give a presentation at the FIP congress and that FIP may keep a copy of your slides for sharing with its members.
- Make sure that you have submitted your abstract and short biography on the dedicated website (the link is provided in your invitation letter), as well as the disclosure form for possible conflict of interest.
- Meet the deadlines requested from FIP staff and your chair(s).
- Send your presentation slides to the chair a few months before the congress. Please note that if you are unable to provide slides on request, FIP cannot guarantee your participation as a speaker.
- Please note you will be evaluated.



FOR SPEAKERS

INSTRUCTIONS AND GUIDELINES (2)

Points for speaking

- Please note that the speakers are evaluated by the participants and by the chairs.
- 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.

Please note all speakers will be evaluated.

Speaker:

- ✓ was responsive to your e-mails
- ✓ met the Chair on site in advance
- ✓ loaded his/her slides in advance
- ✓ kept within the allotted time
- ✓ engaged audience with good communication skills
- ✓ complemented speakers to achieve the learning objectives
- ✓ provided a well-structured and adequate content of his/her presentation
- ✓ responded to questions from the audience

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 what is expected.
- Make sure you have made a statement regarding conflict of interest (on registration or to the FIP Office) using the form 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.
- Please note you will be evaluated.



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 10 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 Post-it notes, examples from practice, postcards, etc.
- Keep your presentation within allotted time.

Hand in your presentation at the media room

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