The sessions will be recorded: your authorization to use your image, voice and slides to be shown on the Congress website in live streaming, as well as on-demand viewing was implicit in your acceptance to be speaker.

Guidelines for Meet the Expert Session

The following guidelines have been established to ensure that the session runs smoothly and on time. Please ensure that you read them carefully and follow them precisely. Keeping to schedule is important as it allows attendees sufficient time to attend the sessions of their choice.

Meet the Expert (MtE) sessions are important as they give attendees a unique opportunity to share their experiences and knowledge and for you to answer their clinical questions. These sessions have the potential to be Congress highlights.

These sessions are not intended to be a lecture but an opportunity for the attendees to engage in a discussion with you, the expert. These are classroom-like sessions, so should be kept informal and conversational and involve a high level of audience participation. **Please keep the session interactive**, refrain from presenting a lecture to the participants, and do not try to cover everything.

- The session lasts 60 minutes comprised of **15 minutes for your presentation** plus **45 minutes for discussion**.
- The structure of the session is a brief opening followed by case studies to stimulate discussion.
- Your opening slides should include your presentation title, your name, credentials, affiliation and disclosures, using the template provided. The remaining slides for your 15 minutes should be brief and illustrate your key points – remember an entire PowerPoint presentation is not what is wanted for these sessions.
- Please use the official template for presentation, which you can download from your personal area on the Congress website. The **PPT slides format should be 16:9** (NOT 4:3).
- **Please have 4 or 5 case studies prepared** to discuss. Please invite the audience to provide comment on and stimulate discussion about investigation/diagnosis/management, etc. If you finish the session having not progressed past the first case study because of a high level of interaction, then you have probably done a great job.
- **Case histories should highlight controversial issues** and then you should guide the attendees through options of investigation/management etc. Best practice and areas of uncertainty and good/bad practice should be identified.
- **Do not let one person dominate the session** as this can be off-putting for the rest of the audience. If an audience member is dominating the session, successful strategies include inviting them to chat

with you after the session or indicating that you will need to move on in order to cover all of the material and answer everyone's questions.

- **Repeat the attendees' questions** before you answer them so that all participants can hear them.
- MTE speakers will need to check in at the **Speaker's Ready Room** to upload your presentation, which will be "pushed" through the network into the room where your session will take place.
- This Congress includes more than 500 lectures; therefore, the Speaker's Ready Room is expected to be busy. It is important that you upload your presentation at least 4 hours before your session starts, ideally the evening before your session, or first thing in the morning, to ensure that your presentation is ready in time.
- There will be a single chairperson present to help with co-ordination of the session.