

## Annex 1: Session Formats

### **Standard Presentation**

*The format is the more usual format and consists on one (two) speakers and allowing for questions and answers. This is a good format is if the participant needs updates on running issues or to receive new information. There are three specific types of presentation:*

*Oral Presentation: The majority of the programme sessions will be parallel which oral presentation submissions will be considered for.*

*Plenary session: These are mostly initiated by the ACPC and/or board. Plenary sessions are stand-alone sessions.*

*Keynote session: These are either conference keynotes (again usually initiated by board) or Parallel Keynote sessions which will usually be the first topic within a Parallel Session. If you think that your topic is worthy of consideration for a plenary please state.*

*Length of a standard presentation can be: 55 min + 5 min Q&A or 25 min +5 min Q&A*

### **Panel Session**

*Focuses on stimulating an interactive discussion with the audience. Two or three speakers give their (opposite) views on a certain topic and discuss their opinions with one another and the audience, under the guidance of a moderator. It is recommended that approximately 30% of the session is dedicated to questions and answers, discussions or other formats that encourage audience participation. One submission per panel session to be submitted detailing all panellists.*

*Length of a panel session should be 60 min (Q&A included).*

### **Fifteen Minute Discussion Tables**

*Fifteen Minute Discussion Tables: Within an hour time slot there will be max 4 round tables. Each table will be hosted by the “presenter”. Conference delegates will choose a table to start at and spend ten minute there; after that ten minutes all the delegates will rotate round to the next table, and so on until all the tables have been visited. Each fifteen minute session will comprise a 2 minute introduction of a theme, problem, or issue, by the host presenter, who will then moderate an open discussion for the remainder of the fifteen minutes. Each host presenter will cover the same topic max 4 times with different groups of delegates, and may need to have a supplementary question ready to stimulate debate. Delegates do not need to prepare for these sessions, just to be ready for quick wide ranging discussions and remember who they would further like to talk to afterward in the coffee break and beyond. Host presenters need only have a question and some expertise in that area; if they wish they can bring an A4 information sheet as a take-away for delegates - but strictly no Powerpoint! Probably concrete problem discussions or case studies could be most suitable for this format.*

*Length of each discussion table presentation lasts max 15 min (2 min presentation of the topic+ 13 min discussion).*

### **Pecha Kucha**

A Pecha Kucha (see: <https://www.pechakucha.org/>) is a very short (6 minutes and 40 seconds) presentation format with exactly 20 slides shown for 20 seconds each (and set to automatically advance!). It is a very dynamic and exciting style of presentation that takes a lot of planning - there is no time to waste - you need to know exactly what you want to say, and what information (not much!) you want on each slide. Practicing beforehand is imperative! We will group a number of PKs into a single one hour session and leave some time for questions at the end.

### ***Sponsored Session***

Some sessions may be sponsored and this will be clearly indicated if applicable. Sponsored sessions are not advertorials of the product but a genuine contribution to the debate on RM&A.

*Length of a standard presentation can be: 55 min + 5 min Q&A or 25 min +5 min Q&A*

### ***Poster***

Some topics can be best explained by an A0 poster on which an idea, new insight, process is presented. Posters should be designed in an attractive way in order to attract audience. Poster sessions will be during the coffee and lunch breaks.

### ***Other formats***

Other innovative methods of presenting and outlining a session are welcomed and encouraged – for example questions and answers, interactive games, illustrating with film, etc. please indicate in your topic. Any special technical or other requirements should be clearly indicated in the topic submission. We cannot guarantee meeting any requirements unless fully stated in the proposal. Note that the requirements should not generate additional substantial costs for EARMA. Closed session as per the below may also be considered in this category:

Closed Session: This is normally only for meetings which EARMA agrees to host. Such sessions should be submitted under “EARMA”. Whilst these meetings will not be subject to the normal selection procedure, EARMA reserves the right to refuse a closed session where it is not relevant to the needs of the Association. A typical example of a closed session is a meeting of INORMs or the Leiden Group. Chose