

INFORMATION FOR MODERATORS

CPLOL CONGRESS 2015



LEARNING PATTERNS
AT SPEECH AND
LANGUAGE
ALSO WITH THERAPY
ORTHOPHONETIC
PLANNING
EUROPEAN
CPOLO
CONGRESS
8 & 9 MAY 2015
FLORENCE
ITALY

Dear colleague,

Your role as chairperson or moderator is to ensure the smooth running of the session. We therefore make the following suggestions to help you in this task.

Before the congress

All the abstracts will be available on the website of the congress www.cplolcongress2015.eu after the 15th April. Please, make yourself familiar with the presentations in your session.

The scientific programme is already available on the website.

Before the session starts

Please, arrive in the room in good time (15 minutes earlier than start) to meet the speakers and the technical and support staff. The support staff will inform you of specific announcements for the audience, if needed.

To be prepared for the introduction of the speakers, check with each speaker how to introduce her or him. Name and country are available from the program, but current employment and fields of interest could be added. Check with the speakers beforehand whether they need reminders for 5 minutes or 1 minute before the end of their presentation.

All presenters have been requested to speak slowly. For the majority of participants English (or French) is a second language and a slow speech rate supports comprehension. It could be indicated to remind the presenters of that request.

Please, check that all microphones and audio-visual equipment are in working order. Call for technical support if there are any problems with the equipment.

During the session

Please, introduce *briefly* the theme and the group of speakers for the session. Introduce briefly each individual speaker and the title of the paper.

Make sure that every speaker has some water within reach.

Please, make sure that the timetable is followed as shown in the programme and in particular that sessions start and finish at the published time. Sessions include oral presentations of 15 minutes each, discussion about the topic of presentation should be organized within these 15 minutes. Workshops, invited sessions, round table discussions last 45 minutes each.

Please, initiate and lead the discussion after the oral presentation has been given. Be ready to ask the first question, if the audience is slow to start the discussion. One example is to ask in what way the work that has been presented could be applicable in other countries / health care systems / school systems etc. If people want to continue the debate at greater length, remind them that they are free to do so after the session and during the breaks.

Please, ask participants to fill in the evaluation form! They will receive it by e-mail after the congress.

Please, thank the speakers at the end of the session and declare the session closed.

For any further information, ask Dr. Baiba Trinite: e-mail congress@cplol.eu.

Thank you very much for your support!

THE CONGRESS ORGANIZING COMMITTEE

