



35th Hybrid Annual Meeting

28th - 29th September 2021

Rotterdam, The Netherlands **AND** online

# Joining Instructions

## Guidelines

### for Onsite Speakers, Chairs, Moderators

Plenary Room (Channel 1)  
Sessions

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# Welcome!

Thank you for joining the **35th ESVS Annual Meeting**! As a Chair/Speaker, your participation is key to the success of the Annual Meeting, we want you to feel ready for this conference. To help you, we have put together this guide. We kindly ask you to carefully read it ahead of the event.

## ESVS Annual Meeting

The ESVS Annual Meeting will be hosted in-person in Rotterdam, The Netherlands as well as on an event platform called OnAIR. In this online platform, participants can access the online program and view a list, per day, of all their online sessions taking place. All Plenary Sessions will be live and streamed into the online platform (Channel 1).

## Plenary (Channel 1) Sessions

Please find below, a list of the Scientific Sessions and Industry Symposia to be held in the Plenary room (Channel 1).

<i>Session Title</i>	<i>Date</i>	<i>Time</i>
Opening Ceremony	Tuesday, 28 September	8:00 – 8:30
Highlights of the ESVS 2022 Clinical Practice Guidelines on Chronic Venous Disease	Tuesday, 28 September	8:30 – 10:00
Incisional hernias after AAA procedures (BD BARD)	Tuesday, 28 September	10:00 – 10:30
Be aware of burns! So hot topics and big debates on PAD	Tuesday, 28 September	10:30 – 12:30
N. Volodos Honorary Lecture	Tuesday, 28 September	12:30 – 13:00
Pioneering new frontiers in thrombectomy and embolization (PENUMBRA)	Tuesday, 28 September	13:00 – 14:00
Clinical Trials - Breaking News 1	Tuesday, 28 September	14:00 – 15:00
Aortic controversies that rack your brain	Tuesday, 28 September	15:00 – 16:00
Deep venous stenting   Case-discussion with leading experts (MEDTRONIC)	Tuesday, 28 September	16:00 – 16:30
Vascunet Consortium I: Registry Based Research	Tuesday, 28 September	16:30 – 17:30
Is there still innovation in aorta?	Wednesday, 29 September	8:30 – 10:00
A safe and Innovative Low Profile Device	Wednesday, 29 September	10:00 – 10:30
Prize Session	Wednesday, 29 September	10:30 – 12:30
J.Powell Honorary Lecture - Randomisation and RECOVERY	Wednesday, 29 September	12:30 – 13:00
A new outcome to measure EVAR success: Sac Regression (MEDTRONIC)	Wednesday, 29 September	13:00 – 14:00

ESVS and ESO ( European Stroke Organisation) Carotid 2021 Guidelines compared - why are these guidelines so different?	Wednesday, 29 September	14:00 – 15:00
The trial we need: Symptomatic Carotid disease: TECAR vs CEA	Wednesday, 29 September	15:00 – 16:00
What is new in the treatment of Chronic Venous Insufficiency? (MEDTRONIC)	Wednesday, 29 September	16:00 – 16:30
"Keep the foot !" -comprehensive management of Diabetic Foot and CLTI	Wednesday, 29 September	16:30 – 17:30
Closing Ceremony	Wednesday, 29 September	17:30 – 18:00

*Note: Lines marked in light red are Scientific Sessions; lines marked in light grey are Industry Symposiums*

**PLEASE NOTE:** All the times listed above are **Central European Summer Time (CEST)**.

## How to prepare – COVID Regulations

Before travelling to the ESVS35th Annual Meeting, please check [this document](#) for current COVID-19 regulations. In this document you will find all information regarding entering The Netherlands from abroad and how to get access to the meeting venue. To gain access to the ESVS Annual Meeting you will have to show a negative test result, proof of vaccination or recovery on BOTH meeting days.

Please make sure that you read this information carefully.

## How to get to Postillion Hotel & Convention Centre WTC Rotterdam

### Arriving by taxi.....

Please make sure to give the correct address to the driver:

#### **Entrance Convention Centre**

Beursplein 37  
3011 AA Rotterdam

#### **Entrance Hotel**

Meent 110  
3011 JS Rotterdam

### Arriving by Car (& Parking).....

Rotterdam is surrounded by four major highways: A16 to the East, A4 to the West, A15 to the South and A20 to the North. The Postillion Convention Center is located closer to the A20 and A16; please [plan your journey](#) accordingly for a smooth driving experience.

You can easily park your car at Interparking WTC-Beursplein, Leeuwenstraat 2 (paid parking). From here, it is a 1-minute walk to the Postillion Convention Center WTC Rotterdam.

### [Arriving by Public Transportation](#).....

If you plan to use a tram or bus within the city of Rotterdam, you may consider buying an “[OV-Chipcard](#)”. This link provides information on use of the public transport in Rotterdam. Please [click here](#) to plan your journey.

## How to Access the Event Venue

**If you are staying at the Postillion Hotel**, your name badge will be handed over to you upon check-in in the hotel. On the day of the meeting you can access the Event Venue directly via the hotel lobby. Please make sure you have your Digital Corona Certificate (for Dutch participants the CoronaCheck app), your name badge and a valid ID at hand, ready to be checked upon entry to the Event Venue. Once checked, you will get a coloured sticker on your badge, after which you can move around freely during the meeting. Please be aware that this procedure must take place on BOTH days. Remember to bring your name badge on the second meeting day as well.

**If you are not staying at the Postillion Hotel**, please use the entrance of the Convention Centre, proceed to the registration desk and have your Digital Corona Certificate and a valid ID at hand. Once checked, you will receive your name badge with a coloured sticker on your badge, after which you can move around freely during the meeting. Please be aware that this procedure must take place on BOTH days. Remember to bring your name badge on the second meeting day as well.

During the conference, this name badge must be worn visibly at all times.

The registration desk is open from 7:00 AM, arriving early is encouraged as the program will start at 8:00 AM. Speakers are kindly requested to be present at least **1 hour** before the start of their session.

## Ceremony Master

Ms. Suzanne Bollen will be the Ceremony Master during the plenary sessions of Channel 1 throughout the full duration of the ESVS Annual Meeting. She will introduce the chairs and speakers and keep the time.

## Session Chair

**Chairs and speakers** of the sessions in the plenary room are required to be present at the **Speakers Desk no later than 30 minutes** prior to the start of their sessions to be equipped with the headset and for a technical briefing by Madina Lapeyre or Marie Provost.

The Session Chair is responsible for communicating the session etiquette, format and schedule to the speakers and audience (live and online), as well to explain how the Q&A element will work, etc.

Timekeeping is key, any delay in the session will impact the next session on the programme. Please follow the instructions of the Ceremony Master.

One of the chairs of the session will be assigned a role of moderator and will receive a tablet to keep track of the questions coming from the audience.

### During the session

Share the etiquette with the participants at the beginning of the session:

- Encourage the live audience to ask questions during the Q&A element; and encourage the online audience to submit questions via the Live Q&A box they will find on the right-hand side. Note: We suggest you prepare some questions for the speakers in advance in case no questions are submitted by the audience.
- Encourage the online audience to engage in the Discussion Forum and chat with their fellow attendees.
- Manage the Live Q&A App – for moderators only(see below instructions).

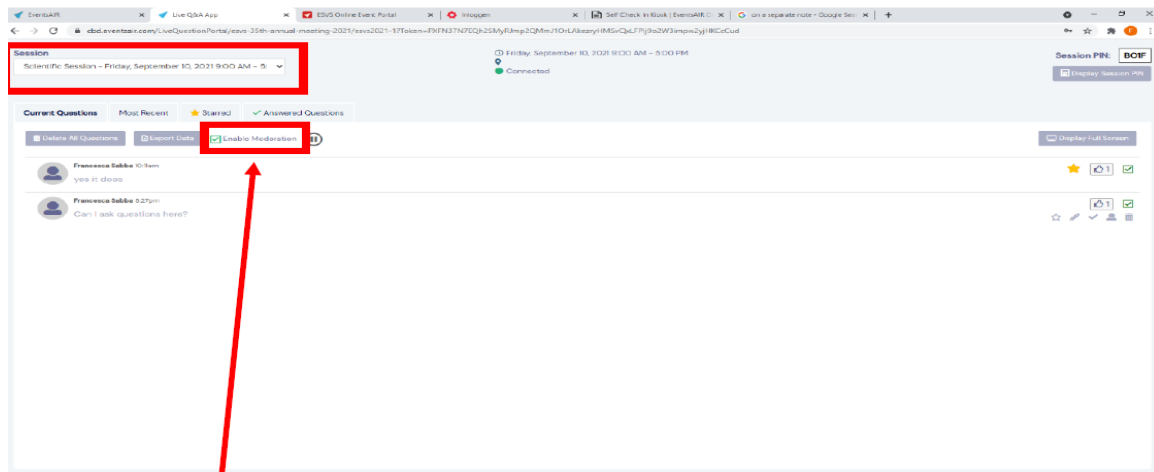
## Live Q&A App (for session moderators)

In order to engage the audience, on-site and online participants will be able to ask questions via the Live Q&A function in the online platform and/or event app.

The questions asked by the online participants will be displayed on a tablet from which you, as the session chair, can read these questions for the whole audience to hear and for the speaker to reply to. You can collect the tablet together with your microphone headset at the Speakers Desk. The tablet will already be logged in to the Live Q&A portal.

### How to use the Q&A portal : Step-by-step explanation for session moderators

**Step 1:** Select the session you are chairing to see what questions have been asked.

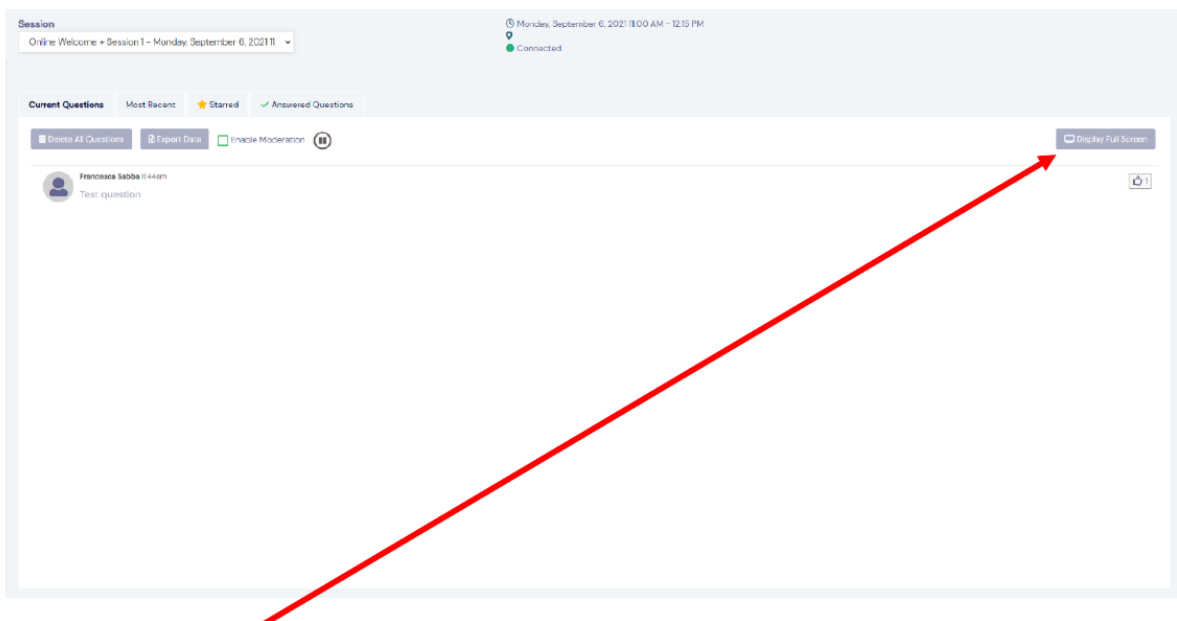


**Step 2:** Enable Moderation so that questions are visible to you only first. If the question is relevant tick the green box that appears on the right hand side when you hover over the question. The question is now visible to all participants in the online platform and event app and they have the option to like the question to push it to the top of the list.

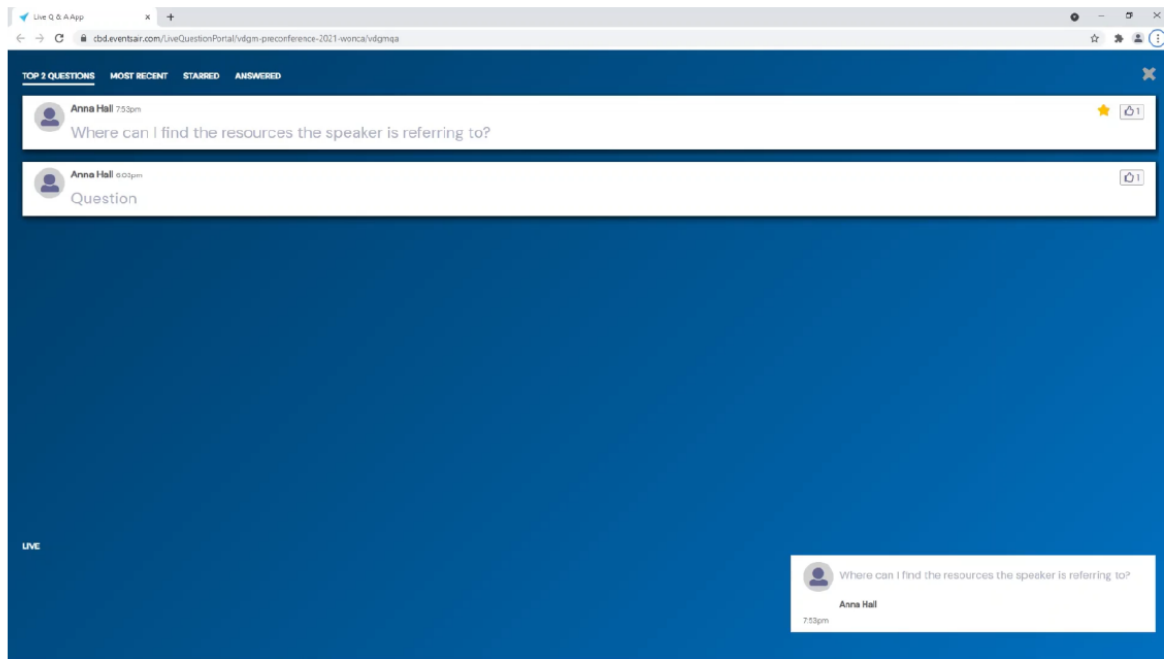
**Step 3:** Questions will appear on your screen as they come in. Please stay on the 'Current Questions' tab to see all questions.

Use the controls that appear on the right-hand side when you hover over a specific question to manage your session's questions:

- Green box – if ticked, the question will be visible to participants in the online platform and event app
- Star icon – moves a question to the Starred tab
- Pencil – to answer a question in writing. Once answered the question will move to the Answered Questions tab
- Tick – to mark a question that has been answered live. The question will move to the Answered Questions tab
- Person icon (send to presenter) – not used for this event
- Bin icon – to delete a question. Deleted questions cannot be retrieved



**Step 4:** Click on the Display Full Screen button on the right-hand side for a simplified view (see below). Please bear in mind that in this view, you can't moderate questions and only those that have been enabled will be visible.



#### TIPS:

- If no questions are coming in, try changing tabs to prompt the portal to refresh or refresh the page. Please note that if you refresh the portal, you will need to select the session and enable moderation again.
- Prepare few questions for your speakers/panelists in case no questions come in from the audience.

## Polls

Polls are a visual help to ask information from the audience and interact with them during the session. You can create multiple-choice questions with a maximum of 10 possible answers (either participants can choose one or several possible answers for each poll question). Upon your request, the technical team will display your poll question, and will close the vote once you instruct them to. The results will be shown on the screen upon closure of each poll.

Please let us know well in advance, but **no later than Friday, 24 September**, if you wish to use this polling option during your presentation. Please email Ms. Francesca Sabba at [sabba@congressbydesign.com](mailto:sabba@congressbydesign.com) and provide the question(s) with the possible answers.

## Speaker Presentation Requirements

Your presentation should follow the below guidelines:

- Prepare your presentation in PowerPoint, in 16:9 format; using the template shared by the ESVS team.
- Rehearse your presentation before arriving to the venue, be sure it's the proper length in time.



- Save your presentation document and any videos you might include in your presentation (in mp4 or mov format) separately, in a portable device (e.g.: USB drive)
- Bring the portable device (e.g.: USB stick) with you to the venue and present it to the technical staff at the Speakers Desk, **1 day prior to your session or no later than 60 minutes** before the start of your presentation.

## Preparing Yourself to Present at the Venue

Once your Digital Corona Certificate has been checked and your name badge collected, please proceed to the Speakers Desk, located next to the Plenary Room (see floorplan in Annex 1, C). Please hand over your PowerPoint presentation to the technical staff to have it uploaded into their system.

- Upon arrival at the Speakers Desk, hand over your PowerPoint presentation (and any other files that your presentation might include) to the AV team. You must have your presentation uploaded at least **60 minutes** before your session starts.
- **Chairs and speakers** of the sessions in the plenary room are required to be present at the **Speakers Desk no later than 30 minutes** prior to the start of their sessions to be equipped with the headset and for a technical briefing by Madina Lapeyre or Marie Provost.
- Upon reception of the briefing and equipment you will be welcomed to sit close to the stage for easy access. Please go on stage once you are announced by the Ceremony Master.
- Once the session starts, you will be introduced by the Ceremony Master/Session Chair. Please walk to the stage, take position behind the lectern and begin your presentation. You will find a “clicker” to move your slides forward and backwards.
- **Important:** Please be aware that you are being filmed, as the Plenary Sessions are also being streamed into the online portal for the online audience. Make sure to look at the live audience as well as to the camera when presenting your lecture.
- Your presentation will be displayed in the confidence monitor right below the lectern. Please rely on this confidence monitor instead of looking at the slides shown in the stage screen.
- Timekeeping is key. Please follow the instructions of the Ceremony Master or Session Chair.

## Rehearsals

The ESVS offers all the speakers and chairs involved in the on-site scientific programme to join the pre-conference online briefing sessions organized by the ESVS Programme Coordinator **Madina Lapeyre**.

The online briefing sessions are organized on: ( you can join one of the sessions)

- Thursday, September 23<sup>rd</sup> from 17:00 to 17:45 CEST – link to join the session: <https://us02web.zoom.us/j/87645556206>
- Friday, September 24<sup>th</sup> from 17:00 to 17:45 CEST– link to join the session: <https://us02web.zoom.us/j/85757725058>

#### On-site rehearsal

- On Monday, 27 September, from 17.00 – 20.00, there will be a technical rehearsal organised for chairs and speakers already present in Rotterdam. Please get in contact with **Madina Lapeyre** (at [madina@esvs.org](mailto:madina@esvs.org)) to inform her if you will be present at the rehearsal.

## Q&A

During the Q&A section of the session, please remember that your presentation is being broadcasted to the online audience, and that they have the possibility to submit questions. Please leave room for the participants, to ask their questions. The questions asked by the online participants will be displayed on a tablet from which the session chair will read these questions for the whole audience to hear and for you to reply to.

## I Am Also Presenting/Chairing in an Online session on Channel 2 or Channel 3

### For scientific or industry sessions

You will be assigned to a Zoom booth, located in the corridor next to the Plenary room (see floorplan in Annex 1, D). One of the ESVS office members will guide you to one of these booths where a laptop will be already set-up (and logged in into Zoom) for you. A Technical host will be present to assist you if needed.

**Note:** The Zoom booths are soundproof and you will not be disturbed by the background noise of the Event venue. For COVID reasons, we are not able to have headphones available on the booths. If you would like to use headphones during your online session, please bring your own headphones set (with built-in microphone).

**Important:** if you have an online presentation to make while being present on-site, please make sure to send your PPT presentation no later than **26<sup>th</sup> September, 23:00 CEST** via a dedicated link that will be provided to you by:

**Madina Lapeyre** for scientific sessions

**Marie Provost** for industry sponsored sessions

## For online Academy or EVST sessions

A dedicated meeting room will be communicated to you closer to the conference date by Natalie Helene.

## Session Etiquette

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- Upload your presentation at the Speaker Help Desk the day before of your session or at least **60 minutes** before the start of your session/presentation for sessions happening in the Plenary room only.
- Turn off/mute your mobile telephone.

## Tips and tricks

### 01 **Pre-Session Tips: Prepare!**

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- **Prepare** your presentation in PowerPoint, in 16:9 format; using the template shared by the ESVS team.
- **Rehearse** your presentation before arriving to the venue, be sure it's the proper length in time.
- **Save** your presentation document and any videos you might include in your presentation (in mp4 or mov format) separately, in a portable drive (e.g.: USB drive). Please remove other documents from the portable drive, so that we can easily find your presentation.
- **Bring** the portable device (e.g.: USB stick) with you to the venue.
- **Arrive** to the Speaker Service Center at least **60 minutes** before your agreed presentation time.
- **Wear** clothes without stripes and dots, as the session will be live streamed.

### 02 **Start Session Tips: You are on!**

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- **Welcome the participants** (live and online), and encourage them to ask questions, address the online participants as well by asking them to engage in the chat and submit questions via the platform Live Q&A box.
- **Be aware** of both audiences: live and online. Make sure to look at the live audience as well as to the camera when presenting your lecture.
- **Promote ways to stay in touch:** Encourage people to stay in touch and follow-up, for example by using the Meeting Hub function in the online platform.

### 03 **During & After Session Tips: Be a star!**

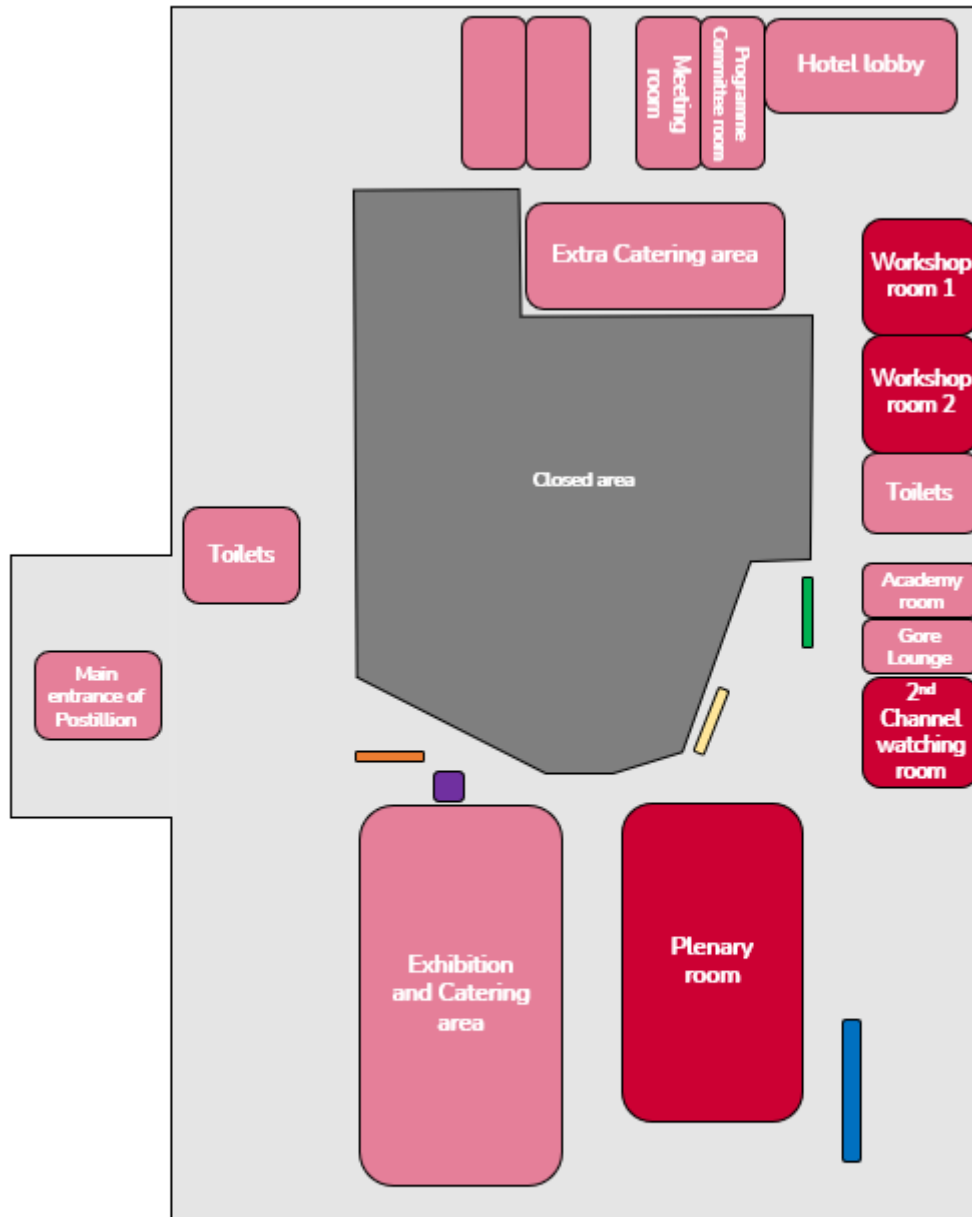
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- **Pick up** interesting questions from both audiences (live and online), summarize what was discussed and share these observations with the audience.
- **Encourage online feedback:** Remember that your session/presentation is being broadcasted to the online participants watching you via the portal.

## Speaker Support

**Madina Lapeyre** ([madina@esvs.org](mailto:madina@esvs.org), +33 (0)7 85 00 98 50) will be your main contact person during the conference. She will be mainly in the Plenary room. Please find her to receive more detailed instructions regarding your presentation.

# Annex 1



- Registration desk
- Covid app check
- Zoom booth for online speakers
- Speaker Service Center
- Cloak room