

ECFS 2026 - MODERATOR GUIDELINES

We would like to thank you for agreeing to serve as a moderator during the 49th ECFS Conference in Lisbon.

The ECFS wants the scientific sessions to be of the highest quality and the role of the moderator is critical to achieve this. The moderators are experts in the specific fields discussed during their sessions.

Please find below some general guidelines which we recommend that you follow:

Before the conference:

- Prepare at least one question in case none are posed by the audience. You may also contact the presenters and ask which question(s) would further enhance their presentation.

Before your session:

- **Be at your session 10 minutes early** to meet the presenters and to familiarise yourself with the equipment. An audio/visual technician will be on-hand to assist with your session. Introduce yourself to the technician and check together with him/her how the audio-visual equipment operates before the session starts.
- Please check with all speakers that they have delivered their **presentations to the Speaker Preview Room** located in Room 1.10 of the Conference Venue. Please note that speakers will not be able to run presentations from their personal laptops in the session room.

During your session:

- Please remind the audience that out of respect for speakers' copyright, it is forbidden to take pictures and/or film during any session.
- Please remind the speaker to absolutely respect the time limit. If a presentation cannot be given or if a speaker does not appear (no-show), use this time to start a discussion so that the next presentation can take place on schedule. The times indicated in the programme usually include a 5-minute discussion period after each presentation, depending on the session format. Please have a look at your itinerary link to find the respective timings of your session.

Discussion

- Take charge of the discussion period. Recognise questions from the audience and allow each person to participate in the discussion. Ask the participant to introduce him/herself and to speak slowly into the microphone. If you think it is necessary, repeat or paraphrase the question or the answer, to make sure that everybody can follow the discussion.
- Comment on the data presented in relation to accepted current knowledge. The audience may believe that the lack of comments from the chairs indicates tacit acceptance of, or agreement with, the presented data.

General Information

Registration

All invited speakers and moderators are registered free of charge. Name badges should be picked up at the Registration Counters located at the Entrance of the Conference Venue in Lisbon.

The Opening hours of the Speaker Preview Room (Room 1.10) will be as follows:

Wednesday, June 3	15:00 – 19:00
Thursday, June 4	08.00 – 18:00
Friday, June 5	08.00 – 18:00
Saturday, June 6	08:30 – 11:00

Session Rooms:

Each session room is equipped with:

- Video projector
- Lectern with microphone
- Laser pointer
- Laptop
- Remote control for PowerPoint

Scientific Programme:

The overview of the scientific programme can be found in the [Conference Session Planner](#).

Should you need further information, please do not hesitate to contact the conference secretariat at ecfs-speaker@kit-group.org

Once more, thank you for your contribution and we wish you a successful conference in Lisbon.

With kind regards,

Your ECFS 2026 Secretariat

49th European Cystic Fibrosis Conference

ecfs-speaker@kit-group.org