



5-8 September 2026

Berlin ESPEN Congress

on Clinical Nutrition & Metabolism



NUTRITION
is the **MISSION**

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ESPEN

GUIDELINES FOR MODERATORS OF THE MAIN CONGRESS PROGRAMME (Not applicable to the pre-congress LLL Courses)

INSTRUCTIONS FOR MODERATORS:

WHEN YOU ARRIVE AT THE CONGRESS CENTRE:

- Collect your registration material at the registration desk within the registration area.

AT THE TIME OF YOUR SESSION:

- Please locate your session room in due time and be there **at least 10 minutes prior to the start of the session**.
- It is the moderator's responsibility to **start the session on time** and that the **overall session time is respected** (no extension!). This is of the utmost importance to respect the programme schedule.
- Should a speaker not arrive for his/her presentation, please fill in any additional time with discussion or take a temporary adjournment and continue to the next presentation at the scheduled time advertised in the [programme](#).
- At the beginning of the session, please **ask the audience to turn off all their mobile phones** and pagers.
- For safety and security reasons, no one will be allowed to stand in the back of the rooms.
- Staff will be available in the room to provide assistance as needed.

AUDIOVISUAL EQUIPMENT

There are microphones in each session room to facilitate discussion. Please ask the audience to use them so that everyone can hear their questions.

GENERAL GUIDELINES AND RECOMMENDATIONS

PREPARATION RECOMMENDATIONS:

- Plan your session carefully
- Make sure you have looked at [the programme available on the congress website](#)
- Introduce the topic of the session and the speakers
- Speakers are requested to come to the session room in advance so you can engage if needed

DELIVERY TIPS:

- Bring a text prepared specifically for the introduction of speakers
- No biographies will be shared – if you need one, please ask the speaker ahead of time
- Find time before sessions begin to familiarise yourself with the location of the equipment. Conference staff will be available to assist you
- Give the technician any special instructions you may have before, not during the talks
- Remember to speak slowly and clearly. All presentations should be in English. Please speak slowly and clearly to help those who are not of English mother tongue.
- Please stay within the time limit allocated for your presentation

Note: Sessions are programmed for 60 - 90 minutes, divided by the number of presenters, and allowing time for discussion. We strongly urge you to allow time for questions and comments