

GUIDELINES FOR SDC MODERATORS: MODERATING IN-PERSON AND AN ONLINE SESSION

This note provides some basic guidelines for moderating the **in-person** and **online** session as Moderator. You may also be the Panel Organiser.

Some key guidelines are shared below both for in-person and online sessions:

1. TIMINGS: The panel will last for 90 minutes. Concluding the session on time is of utmost importance as the IT team and other organisers will be required to move to the next sessions planned for the day. Presentations running longer than the allotted time may need to be cut short.

Presentation timings:

- Introductions: 5 minutes
- 3 to 4 Speakers: maximum 12 minutes each
- Discussant's remarks: maximum 10 - 12 minutes
- Question-and-answer session: maximum 10 - 12 minutes
- Chair's concluding remarks: 5 minutes.

2. INTRODUCTIONS: The Moderator or Panel Organiser may assist in introducing the speakers. Inform them of the maximum time they will have to present their papers.

3. QUESTION-AND-ANSWER SESSION: The last segment of the session of 10 to 12 minutes will consist of the question-and-answer session. The Moderator will collect and share the questions/comments received in the chat box in online session and help take them from the floor while assisting the chair if required during in-person session. The panellists will be requested to address the questions raised.

4. CONCLUDING THE SESSION: Please ensure that the session finishes on time so that the hall / online platform is available for the next session as scheduled in the day's programme. Reminder may need to be given if the session is running over time.

Online SDC Session:

- a) In case of an online session, please log-in 5 to 7 minutes before the start of the session to ensure that panellists are able to join in. The IT team will be there to support in case of connectivity issues.
- b) Ensure that the audio/video link is working.
- c) Ensure you have the presentations / recorded messages that need to be shared on the screen or whether the speaker would prefer to share the presentation himself/herself.
- d) Please welcome and introduce the Chair and panellists at the start of the session. Share any change in the programme of the panel or changes in order of the panellists.
- e) Collect the questions being received in the chat box during the session.
- f) Concluding the session on time is of utmost importance as the IT team and other organisers will be required to move to the next online sessions planned for the day.
- g) Presentations running longer than the allotted time may need to be cut short.

Thank you for your kind support.