

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.

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:

- Setting the scene by the Panel Organizer: 5 minutes
- Chair's opening remarks: 5 minutes
- Introductions: 5 minutes
- 3 to 4 Speakers: maximum 12 minutes each
- Discussant's remarks: maximum 10 - 12 minutes
- Question-and-answer session: time available
- Chair's concluding remarks: 5 minutes.

2. INTRODUCTIONS: The Moderator or Panel Organiser (when he/she is the Moderator) will introduce 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 in the available time will consist of the question-and-answer session. The Moderator/Panel Organizer will collect and share the questions/comments from the floor. 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.

For those joining online:

- a) Please log-in 5 to 7 minutes before the start of the session, 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) 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.
- e) Presentations running longer than the allotted time may need to be cut short.

Thank you for your kind support.