



Guidelines for Speakers/Moderators

Workshop

Each presenter will be invited to present his/her presentation of 20 minutes each at a lectern on the stage.

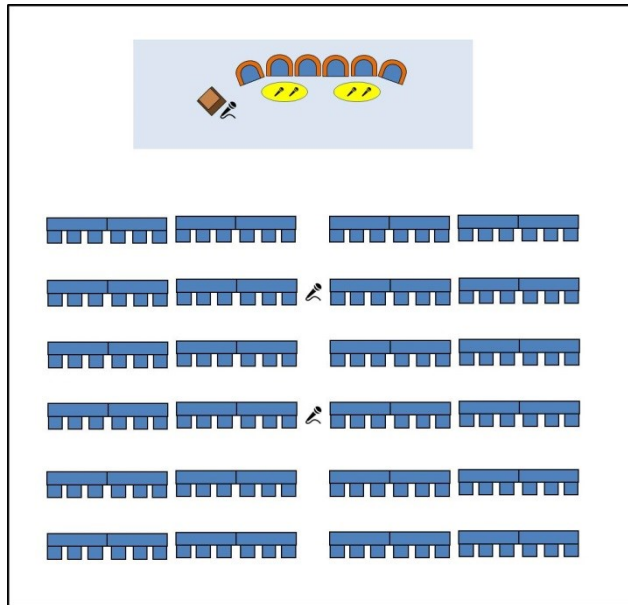
After each presentation, the session chairperson will open the floor for questions and answers. If there is still time after all presentations are delivered, there will be an open discussion for the remainder of the session.

Symposium

Each session has a session chairperson and 4 panelists. The session chairperson will moderate the whole session and will introduce panelists one by one (max. one-minute each) and invite them one at a time to deliver a presentation.

Each panelist will make a presentation for no more than 15 minutes at a lectern on the stage and return to his/her seat (on stage), once completing the presentation.

After all presentations in the session, the session chairperson will open the floor for questions and answers and open discussion for about 10-15 minutes.



Important Notes

1. Speakers (panelists) are required to give their presentations in electronic file before their session to Forum Secretariat which will stand by in the meeting room near the front stage.
2. All presentations or written full messages received by the ITU will be made publicly available at the event website in PPT or PDF format. By accepting to speak at this event, speakers grant an implicit authorization for ITU to post their presentations or full messages online, unless stated otherwise. Related to this, photos and biodata of speakers will also be posted at the event website unless instructed otherwise.
3. There is no presentation template for this Forum. Speakers are free to use any template/style of their presentations.
4. Speakers may demonstrate video presentations supplementing their Power Point presentations. With this regard, speakers who wish to use video presentations must give the materials to the forum secretariat prior to the concerned session.
5. The event will use a laptop computer prepared by the forum secretariat. Therefore, speaker should submit his presentation to ITU in advance. In order to avoid a technical problem and to save time, speaker is encouraged to refrain from using his own computer, unless otherwise the speaker should inform the forum secretariat in advance.
6. Speakers may be required to meet the moderator of their session prior to the session. This will allow speakers and the moderator ample time to address any final concerns or questions.
