

Asia-Pacific Innovations Forum (APIF2019)

13-14 June 2019

GUIDELINES FOR PARALLEL SESSIONS

In a room, there shall be the session: Chair, Speakers, Audience, and Assistants.

The room must have a multi-media equipment and two microphones where needed. All presentation files, if there are any, must be uploaded to the computer available inside the room some minutes before the session.

SESSION CHAIR:

- Should make the session a very productive activity for the speakers and the audience.
- Briefly introduces oneself (refrain from narrating your life story!).
- Welcomes the speakers and the audience.
- Calls the first speaker and allows the speaker to present for 20 minutes (no more, no less).
- After the first speaker, calls the second, the third, and so on and so forth.
- After all the speakers have completed their oral presentations, opens the floor for questions and moderates the flows of questions and answers.
- Finally, briefly closes the session by highlighting the “key points” and then thanks the speakers and the audience.
- **IMPORTANT: ENSURE TO ENFORCE THE TIME ALLOTTED FOR EACH PRESENTATION. If the session has more time (for whatever reasons), ensure to use the extra time to make the session more productive by asking the speakers to dwell more on some missed or unclarified points.**

SESSION SPEAKER:

- Seeks to fully present one’s study to and to be well-understood by the audience.
- Briefly introduces oneself (refrain from narrating your life story!).
- Discusses the rationale, aim and objectives, methods, results and conclusion/s of one’s study.
- If innovation is not germane to one’s topic, towards the end of the presentation briefly mentions an innovative effort that could make a difference in improving or solving the problem at hand.
- Ends the presentation and returns to the seat.
- Awaits and responds to questions given during the open forum.

SESSION AUDIENCE:

- Shows respect to session chair and speakers by being attentive and by avoiding any disruptive behavior while the session is going on.
- Asks a question that is clear and direct to the point. Telling one’s life story is not allowed as time is limited.

SESSION ASSISTANT:

- Uploads all presentation files to the computer inside the session room some minutes before the start.
- Ensures that the multi-media equipment and the microphones where present are all working well.
- Assists in the passing of microphones during the open forum.
- Performs other tasks that may be needed in making the session successful.