



ICFN Moderator Parallel Session Guidelines

- The conference will be conducted virtually using Zoom Webinar Platform
- The parallel session will be conducted on 10 September 2020, kindly refer to the updated schedule of the conference
- You will receive draft of abstract book which contain the list of the presenter and their abstract prior to the conference day
- All moderators and speakers will be expected to use the Virtual Background of the conference during all sessions
- We will conduct dry-run and testing of devices for all moderators and speakers on 8 September 2020. You can use this opportunity to test your device and testing for using the virtual background of the conference. The committee will give you the link to the dry-run session one (1) day prior to the session
- You will receive a link to the conference **One (1) day prior to the event**
- You are expected to Login to Zoom Webinar using the given link at least 15 minutes prior to your session, for a brief introduction and preparation on the day
- Please ensure you have a stable internet connection.
- Moderators are responsible for providing context to the audience and manage the session to run smoothly. Therefore, we would expect for the session requested you would:
 - Introduce yourself and your affiliation
 - Give a brief statement about the theme of the topic panel, and briefly introduce the presenters in your assigned session and inform their allotted time. The time allotment is as follow:
 - The allotted time for each presenter is 7 minutes
 - Questions and answers session for all presenter will be conducted for 15 minutes
 - The last 10 minutes will be used for wrap-up from moderator
 - Give explanation about the “Session Rule” below (see page 3) to the audience before starting the session.
 - Relaying the questions to the presenters. The co-moderator will assist you to choose the questions collected in a google sheet.
 - Be prepared with a few opening questions to start discussion, if necessary
 - Make sure to keep the schedule of your session.
 - Use any reasonable means to stop a speaker who has exceeded the allotted time.
 - You may interrupt speakers in order to ask them to speak more audibly, slowly, or clearly; or to briefly explain the message of an illegible slide.
 - At the end of the sessions, You should give wrap up of the session and give concluding remarks, including potential further research that should be pursued in the topic area (for 5-10 minutes)



- Thank the speaker(s) to close the session and lead the participant to the next conference program session.
- Moderators are required to fill in the **“Oral Presenter Evaluation Form”** and select a **“Best Presenter”** from their session(s). Please submit your evaluation to arientasudibya@seameo-recfon.org and ahmad.thohir@seameo-recfon.org

Session Rule

- All presenters will be given 7 minutes for presenting their work.
- The question and answer session for all presenters will be conducted after all of the presentation presented.
- If the audience wants to ask question, please write it down in the chat box.
- Please follow this format to ask question: [Name_Country_institution_Question]
- The question should be brief and clear.
- Please mute your microphone when you are not speaking.