



ICFN Moderator Plenary Session Guidelines

- The conference will be conducted virtually using Zoom Webinar Platform
- The plenary session will be conducted on 9 and 11 September 2020, kindly refer to the updated schedule of the conference
- You will receive draft of abstract book which contain the short bio of speakers and abstract of their presentation material 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 moderator 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 that 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:
 - Give a brief statement about the theme of the sessions, and briefly introduce the speaker(s) in your assigned session and inform their allotted time
 - Give explanation about the “Session Rule” below (see page 2) to the audience before starting the session.
 - For the Question and Answer Session, the committee will help to collect the questions from the chat box for you to choose and relay the questions to the speaker. The questions will be 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.
 - You should give conclusion remarks and thank the speaker(s) to close the session and give the session back to the MC.



Session Rule

- All audience will be muted during the session
- If the audience wants to ask question, please write it down in the chat box
- Please follow this format for asking question as follow: [Name_Country_institution_Question]
- The question should be brief and clear
- Committee will collect, choose and relay the questions to the moderator of the session