

Detail Guidelines of a Technical Focus Session

Date: January 12, 2016

Time: 11:30 - 13:30 hrs and 14:30-16:30 hrs

Time	Responsibility	Activity
	Moderator	Will request Chair, Co-Chair and 4 Presenters to take seat on the stage, 5 minutes before the Session starts.
5 Min.	Moderator	Will brief about the Theme/Title of the Technical Focus Session, the Supporting Agencies as well as the Objective of the Session. S/He will also mention briefly about the 4 Technical Focus Papers, 4 Presenters and their respective countries. Then he will introduce the Co-Chair and Chair of the Session and handover the responsibility to the Chair for conducting rest of the proceedings.
5 Min.	Chair	At the outset of the Session, the Chair will describe the Rules of the Session which is stated briefly in the following: # Each Presenter will get 15 minutes for the Presentation # 3 cards will be shown – first, after 12 minutes of Presentation (3 min left), then, after 14 minutes of Presentation (1 min. left) and finally after 15 minutes (time over) and it would be expected that the Presenter will complete Presentation exactly after 15 minutes. # For Q/A Session, 8 minutes will be allocated. If the Presenter overrun the assigned 15 minutes time, then the Q/A time will be reduced accordingly. # About 3 to 4 questions will be taken within this 8 minutes time. # Whoever wants to ask questions will be requested to write his/her name, organization and the question in the given form. #Co-Chair will moderate the Q/A Session.
1 Min.	Chair	Will introduce the Presenter of the Paper and will present a brief biography of the Presenter and request him/her to start the Presentation.
15 Min.	Presenter 1	Presentation of the Technical Focus Paper 1.
8 Min.	Co-Chair	Co-Chair will conduct the Q/A Session and will get 8 minutes to take 3 to 4 questions. After the Q/A session the Co-Chair will handover to the Chair to introduce the 2 nd Presenter of the Session.
1 Min.	Chair	Will present a brief biography of the 2nd Presenter and request him/her to start the Presentation.
15 Min.	Presenter 2	Presentation of the Technical Focus Paper 2.
8 Min.	Co-Chair	Co-Chair will conduct the Q/A Session and will get 8 minutes to take 3 to 4 questions. After the Q/A Session the Co-Chair will handover to the Chair to introduce the 3 rd Presenter of the Session.
1 Min.	Chair	Will present a brief biography of the 3rd Presenter and request him/her to start the Presentation.
15 Min.	Presenter 3	Presentation of the Technical Focus Paper 3.
8 Min.	Co-Chair	Co-Chair will conduct the Q/A Session and will get 8 minutes to take 3 to 4 questions. After the Q/A Session the Co-Chair will handover to the Chair to introduce the 4th Presenter of the Session.
1 Min.	Chair	Will present a brief biography of the 4th Presenter and request him/her to start the Presentation.
15 Min.	Presenter 4	Presentation of the Technical Focus Paper 4.
8 Min.	Co-Chair	Co-Chair will conduct the Q/A Session and will get 8 minutes to take 3 to 4 questions.
4 Min.	Co-Chair	After the Q/A session, the Co-Chair will thank all the Presenters and add his/her insights on the overall Technical Focus Session and give his comments on the Presentations and handover to the Chair.
5 Min.	Chair	The Chair will wrap-up the Session by thanking all the Presenters, Moderator, Co-Chair and audience and will provide his/her insights, comments on the way forward etc. Then the Chair will hand-over the session to the Moderator.
5 Min.	Moderator	Moderator will request a distinguished guest to present Memento to the Chair, Co-Chair, 4 Presenters and the Moderator.
120 Min.		