



2024 INTERNATIONAL  
CONFERENCE ON TVET  
EXCELLENCE & DEVELOPMENT

## **SESSION CHAIR GUIDELINE (ON-SITE PRESENTATION)**

### Before the session

- At the conference, arrive at the room of the session at least 10 minutes prior to the start of the session.
- Confirm the attendance of each presenter and familiarise yourself with the venue and equipment.
- Check the technology and alert any of the technicians if there are any problems.
- Ensure that each presenter has copied their presentation to the presentation computer or if they are using their own equipment that it has been tested and can be set up for use as quickly as possible in the short break between presentations - 10 minutes before the presentation

### During the session

- Introduce yourself to the audience.
- Explain the time allocation - It is encouraged to spend 10 minutes on the presentation and the balance of 2 minutes will be allocated for the Q&A session. If the presentation has reached 12 minutes the session chair needs to stop the presentation and no Q&A is permitted due to time constraints.
- At the beginning of each presentation, introduce the presenter and the title. You should ensure that you know how to pronounce each presenter's name.
- Make sure the presenter adheres to the time limit. You should arrange an appropriate warning system with your presenters, e.g. a two-minute warning.
- Keep strictly to the time guidelines to allow for audience participation and to allow audience members to move between sessions.

### After the session:

- If there is time left, suggest a discussion of topics relevant to the presentations.
- Thank the presenters and the audience for their attention and conclude the session.
- Give certificates to all presenters and take pictures with all presenters.



## SESSION CHAIR SCRIPT

*(This script can be used as a guide. It can be modified according to preferences.)*

### Opening:

**Good morning/Good Afternoon** to all presenters and participants. Welcome to the **First/Second/Third Session** of the 2024 International Conference on TVET Excellence & Development (ICTED2024).

My name is..... and I will be the chair for this session.

Before we start, I would like to request all presenters to copy your slides to the computer before the presentation.

To all presenters, the oral presentation is only 12 minutes, including 10 minutes for the presentation and 2 minutes for the Q&A session.

All presenters are requested to stay in this room until it is finished because the awarding of certificates will be given to the presenter after all presenters have completed their presentations.

### During the Session:

Let's begin our session by inviting the first presenter who is .....

The title of the presentation is .....

Thank you for the informative presentation. I open for the Q&A session.

Next, I would like to invite the presenter "....." to receive the certificate of participation.

Now, let's move on to the next presenter. I would like to invite .....

The title of the presentation is .....

### Closing the Session

Thank you to all our presenters for illuminating presentations and discussion. On behalf of the ICTED2024 Organizing Committee, we hope the session has provided good information and insights to everyone.

Thank you.