



SESSION CHAIR GUIDELINE (ONLINE PRESENTATION)

Before the session

- At the conference, log in to the breakout 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 setting of the computer (mic, sound).
- Check the technology and alert any of the technicians if there are any problems.

Breakout Room 1

Session Chair: Ts. Siti Rosmaniza Ab Rashid

Link for Breakout Room 1: https://bit.ly/ICTeD2024DAY2_A

Breakout Room 2

Session Chair: Associate Professor Dr. Muliati Sedek

Link for Breakout Room 2: https://bit.ly/ICTeD2024DAY2_B

Breakout Room 3

Session Chair: Ts. Ahmad Fadzli Nizam Abdul Rahman

Link for Breakout Room 3: https://bit.ly/ICTeD2024DAY2_C

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-minutes 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.
- Inform the presenter the certificates will be emailed to all presenters after the presentation is completed.
- Ask all presenters to open their cameras 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 **Parallel Session** of the 2024 International Conference on TVET Excellence & Development (ICTED2024).

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

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

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.

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. The e-certificate for the online presenter will be given to the participant after the presentation is completed.

Before we end our session, I would like to request all presenters and participants to open the camera for the photo session.

On behalf of the ICTED2024 Organizing Committee, we hope the session has provided good information and insights to everyone.

Thank you.