One Page Guide for Chairs and Panelists of Parallel Sessions

Format

- Summit Team member will introduce the Chair, request Chair and Panelists to be seated up front
- Chair will introduce the panelists by name, designation, organization only. Full profiles are contained in the information booklet and will not be read out
- Chair will request each panelist to speak for a few minutes on the "2 question areas" pre-identified by them
- Chair will open up for a discussion among panelists – posing questions to them, debate among them
- Chair will then open up for audience Q&A, and moderate questions posed by audience to panelists

Substance

- The concept behind each session has been carefully thought out, considering the need to reaffirm and reemphasize existing ideas as well as go beyond and discuss new, emerging, interesting issues. In advance of attending the Summit, Chairs and Panelists should endeavour to familiarize themselves with these.
- The Summit Team will provide advance information on which speakers have indicated speaking on which question areas. The Team will also provide some suggestions on division of question areas among the panel. The Chair should review this information advance of attending the Summit. The Chair could also identify which question areas are being left out, and attempt to draw them out during the panel.
- Based on the information provided by the Summit Team on which speakers have indicated speaking on which question areas, panelists should think about how to differentiate their comments, so as to avoid repetition and keep the discussion lively.

Debate

- Speakers will go beyond the ideas that have been discussed in previous Summits. New and thought-provoking ideas must get more prominence
- Healthy interaction and debate among the panelists and between the panelists and the audience must be a hallmark of the session. There must be more time kept for this, and less time for monologues.
- If there is a healthy debate emerging, let it flow. If it is going off track, away from the core idea of the panel, the Chair must be firm and bring it back.

Timing

- At the start of the Q&A session, audience must be asked to keep their questions and comments very brief – in the interest of time as well as momentum. If an audience member appears to be making a "mini-speech", the Chair must be firm and intervene.
- Timing will be strictly monitored by the Summit Team. A member of the Team will give the Chair a subtle alert 10 minutes (green flag) and 5 minutes (red flag) before the scheduled end of the session and a strong alert (two red flags) at the scheduled end of the session. If the session has not been concluded even after 5 minutes of the scheduled end, a member of the Summit Team will ring a bell to indicate that the session must be wrapped up now.

Let's Get the Most out of the 6th SAES Sessions!

Lively Discussion. Good Timing. Active Chairs. Thought-provoking Panelists.