

GUIDELINES FOR CHAIRPERSONS, RAPPORTEURS AND SPEAKERS

1. - CHAIRPERSONS

- At the beginning of the Session please introduce yourself and your rapporteur. You may give a concise overview of the Session topic, its relevance and on how you will be running the Session.
- Communicate to the speakers and the audience any last minute changes (e.g. cancelled presentations).
- Introduce each presentation and speaker. Please be concise. All speakers have been asked to provide a 5-10 line CV/biography. Prior to your session we will provide you with the collected biographies of the speakers in your session. If a speaker has not provided her/his CV/biography, please consult with that speaker on how she/he wishes to be introduced.
- The scheduled time slot for each speaker includes the introduction, any set-up/connection needed, the presentation itself as well as Q&A.
- Inform the speaker when there are 5 minutes left, then 1 minute left. When time is up please ask the presenter to wrap-up immediately. Speakers are kindly requested to strictly adhere to their time slot. **Chairpersons are responsible for ensuring that time is strictly being kept in accordance with the times listed in the Workshop programme.**
- Time permitting the floor can be opened for Q&A.
- Each person asking a question should identify himself/herself (name and institution).
- Be prepared to make a 5-minute presentation during the Conclusions and Recommendations Session on the last day of the Workshop, presenting orally the main conclusions of your Session. If you are unable to attend on the last day, you may share/assign this role to your Rapporteur.

2. - RAPPORTEURS

- Please take notes and summarise the main facts, thoughts and conclusions of your session. On the basis of your summary the official UN report for this Workshop will be prepared. You may wish to consult with your chairperson and speakers to finalize your notes.
- Before the end of the Workshop please provide your notes (approx. 1-2 pages per session) in electronic format to Werner Balogh (werner.balogh@unoosa.org).

3. - SPEAKERS

- As early as possible during the Workshop please hand an electronic version of your presentation (.ppt, .pdf) to the audiovisual support staff in the Workshop room. They will be ready to assist you with any technical matters. We will include an electronic copy of your presentation on the Workshop memory stick to be disseminated to all Workshop participants and also make it available on the UNOOSA website.
- If you have not yet done so earlier, please provide your short CV/biography prior to the beginning of your session to your session's chairperson (name, institution and relevant academic and professional background).
- Speakers are kindly requested to strictly adhere to their assigned time slot, unless advised otherwise by their session's chairperson.
- Your session rapporteur will be summarising the main points of the session to be included in the Workshop report. If there are specific points you would like to suggest for inclusion in the UN report please provide specific paragraphs to the Rapporteur.