



SPEAKER/MODERATOR BRIEFING NOTES

The CTU Secretariat and the Organising Committee of the inaugural SIDS IGF and the Caribbean Telecommunications Union welcome your contribution to the **Caribbean Internet Governance Forum, 1st Caribbean Youth Internet Governance Forum and the Inaugural SIDS Internet Governance Forum.**

In order to help your presentation run smoothly, we are providing a number of services and facilities for you. Please take the time to read the following guidelines to help ensure your presentation is successful.

Event Theme

When preparing your presentation please give consideration to the event theme **“Internet Governance Priorities for ICT-Driven Development”** and build your presentation with a practical focus when addressing the specific theme of your session.

The forum management team is responsible for organising the session in which you are speaking and they will liaise with you, your Chairperson and the other speakers in your session on the content and conduct of the session.

General Information

This year’s event will be hosted on our interactive virtual event platform HUBILO. All speakers and moderators are asked to register on the platform, at the following link:

- <https://events.hubilo.com/small-island-developing-states-internet-governance-forum/register>

It is important that you register as soon as possible in order to receive your login credentials and to update the platform with your photo, bio and other important information.

Presentations

PowerPoint Presentation

Please email your presentation to Mr. Richard Feveck (richard.feveck@ctu.int) and Ms. Shanea Lewis (shanea.lewis@ctu.int) no later than 4:00 p.m. AST or 8:00 p.m UTC on Monday 22nd August 2022 .



Publication of Event papers

Presentations will be published on the CTU's website in real-time, from which all delegates will be able to download at the end of each day of the Forum.

The website will be the only medium for publication of Forum papers.

Deadlines

Presentations should be sent no later than 4:00 p.m. AST or 8:00 p.m UTC on Monday 22nd August 2022 in order for submission to the interpreters and to be uploaded on the forum laptop by our technical experts.

Speaker / Moderator

Generally, speaker sessions will last approximately fifteen (15) minutes and in some instances more than thirty (30) minutes. Speakers who are part of panel discussions are requested to strictly limit their speaking time to a MAXIMUM of ten (10) minutes.

The Agenda is attached for your information, outlining the number of speakers and the Moderator assigned for each panel session. Panelists can choose to present via a PowerPoint presentation or without.

Each session will be an interactive discussion followed by a Question and Answer segment on the discussion points.

The Moderator:

The moderator's role is key in the management of each moderated session. The moderator must conduct a pre-briefing with the speakers to introduce each panel member to each other and provide guidelines on how the panel will be managed.

For 1st time moderators: It is important that the individuals who agree to serve as moderators understand not only the theme and outline of the panel they are managing but have an understanding on the topic being discussed in an effort to drive the discussion for the desired outcomes.

Moderator's responsibilities:

- Stating the time-frame for the session by announcing how long the program will last.
- Keeping the programme on time by ensuring that each speaker stays within the speaking timeframe. This is crucial to the success of the session and the overall programme.



- Introducing the speakers in the panel by name, designation and a very brief bio. The moderator would also briefly introduce the theme of the panel discussion. The moderator “sets the scene” for the discussion to follow.
- If a speaker runs over his/her allotted share of time, **tactfully and professionally interrupt and advise** the speaker of the time remaining to speak.
- Driving the discussions during the interactive question and answer segment of your session and ensuring that the session does not go off topic, an important activity to contribute to the success of the session.
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- Establishing the procedures for asking questions and fielding and encouraging questions from the audience and directing those questions to the most appropriate speaker.
- Ensuring that the audience’s questions are answered completely and appropriately.
- Determining when to end the question and answer segment given the timeframe for Q&A. The moderator would inform the audience how many more questions can be taken.
- Monitoring what each panelist is saying in order to manage the discussion and ensure that it is kept professional at all times.
- If conflicting points are raised, by different speakers, or potentially sensitive questions come from the participants, using these differences of opinion to stimulate further lively discussion in a professional manner. Note, it is important for the moderator to discuss with the host of the event areas the host would not be able to address (political etc.). The moderator will tactfully explain that an issue cannot be discussed keeping in mind to be sensitive to the audience’s needs.
- If presentations are received beforehand, reviewing and preparing questions that could be used as ice breakers if the participants appear reluctant to ask questions of their own.

The moderator’s role as described above may vary depending on the needs of the event host, the nature of the program and the presentation format.

Please note that the Moderator will have 5 minutes at the end of each session to sum up and reflect on the contributions of each speaker in the session.



Rehearsal

To again ensure that the day of your presentation will be seamless and comfortable for you, it is important that you attend a rehearsal, which is scheduled for **Monday 22nd August, 2022 at 4:00 p.m. AST or 8:00 p.m. UTC.**

All your questions will be addressed at this Rehearsal.

HUBILO Online Platform

To ensure that you have a seamless and professional experience navigating our virtual platform, every step of the way, our team will be available to provide information to you regarding the platform. On the day of the event, Speakers will be sent a Zoom link prior to the event and are to join the meeting an hour before the scheduled start time to test their connection and ensure their microphone, camera and screen sharing capabilities are functioning smoothly. Should you have any questions, please contact the members below of the CTU planning team:

- Richard Feveck I.T. Specialist richard.feveck@ctu.int
- Francola John Stakeholder and Event Management Specialist francola.john@ctu.int
- Michelle Garcia Marketing and Communications Specialist michelle.garcia@ctu.int
- Shanea Lewis Project Coordinator, Office of the Secretary-General shanea.lewis@ctu.int

On behalf of the CTU Secretariat and the Organising Committee, we wish you every success in your presentation.