

2014 Integrated Research on Disaster Risk Conference

Moderator Guidelines

Setting the Stage

- The conference organisers will ensure that a laptop, screen and PowerPoint are in place, and will assist in loading presentations onto the computer.
- Consider also meeting the speakers 10-15 minutes before the start of the session to introduce yourself and go over any last minute details.
- Remind the speakers you will be adhering to strict time limits.
- Describe to your speakers how you will call them to the floor.
- Let the speakers know a rapporteur will be taking notes but not recording the proceedings.
- Let the speakers know you/rapporteur will be collecting all PowerPoints.
- Please follow the structure outlined below, according to whether you are moderating a keynote or breakout session; and follow the guidance notes below.
- You must keep track of elapsed time during a presentation: at 14 minutes, politely interrupt the speaker (this could be done by actually stating "It is time to conclude").

Keynote/Plenary Session	Breakout Session
Moderator's introduction to set context and objectives of the session, as well as introduction of keynotes and plenary speakers (10 mins).	Moderator's introduction to set context and objectives of the session, as well as introduction of panelists (5 mins).
Presentations by speakers (25 min each with exception of Plenary III). If you are not sure about your session <i>please</i> check with the Conference Secretariat.	Presentations by speakers: 15 mins each.
Closing summary of key messages by the Moderator (5-10 mins).	Discussion and Questions and Answers (15-30 mins).
	Closing summary of key messages by the moderator (5 mins).

Declare Your Session Open

- Formally announce the beginning of the session. If needed, encourage the audience to settle into their seats and conclude their conversations.
- Introduce yourself as Session Moderator and give your affiliation. If you are a
- Member of the IRDR Science Committee please state this. Give the audience a brief

overview of the topic of the session.

- Give a brief introduction of the speakers, such as their backgrounds, or how their talks fit into the framework of the IRDR.
- It is up to you as the Session Moderator to ensure that ALL speakers receive their allotted time and that the audience has the opportunity for their questions and comments.

Engaging the Audience

- Discussion Period: the schedule is designed to allow 30 minutes of discussion. Please take steps to politely ensure that audience comments are relevant to the question and are not statements.
- If there are no questions it is your responsibility to ask questions and facilitate discussion.
- Suggested questions to facilitate discussion:
 - *Which are the most relevant issues that affect sustainable development related to disaster risk reduction?*
 - *What are the major challenges that influence the issues presented?*
 - *How can we overcome these challenges to achieve liveable and resilient cities?*
 - *How can the IRDR better contribute to address the issues discussed?*
- Ensure the key elements of the debate are identified and that the appropriate individuals can provide some elements of response – key questions are adequately addressed.
- Ensure that your session fully supports the main theme of the conference as well as integrated across disciplines, geographic regions and gender.
- Present some creative and potential way forward steps for the topic as a whole as part of the closing of the session.

Summing Up

- As important as running the session well, is the critical ear. If you pick up on something that causes a stir or is particularly controversial, jot it down. This will help you when you recount salient points from the discussion when it is time to close the session.
- Give a brief re-cap of the main points raised in the discussion.
- Thank the audience for attending and state that your session is now complete.

After Session

- Coordinate with the session recorder to ensure that the key points and various perspectives from the stakeholders are captured. These will be included in the proceedings and presented on the final day.
- Coordinate with the session recorder to collect and provide final PowerPoints to the IRDR Conference Secretariat.