

# Instructions for Session Chairs

**As session chairs, you are strongly advised to encourage panel discussions among the stakeholders in your allocated session. In addition, you are responsible for the time management of the presentations within your session.**

- Familiarize yourself with your session's presentation topics, presenters, and commentators ahead of time. You may see the [RAISE agenda here](#).
- Please make sure to take a look at your session's content onsite for any last-minute changes.
- Plan to arrive at your session at least 10-15 minutes before the start time.
- Introduce yourself to the audience before the start time, giving the name of the session.
- Introduce the presentation title and the assigned presenters following their order as per the agenda.
- In case of no last-minute updates, please strictly adhere to the latest agenda relating to the order of speakers, and start and end times of each talk. This is very important for the event. We must be fair to allow all speakers their allotted time.
- Note that the designated time for Q&A with the audience is allocated at the session end via a designated Roundtable panel discussion. Encourage the audience to be active and ask questions to the panelists.

**Be prepared for the unexpected. If the session ends early, do one or more of the following:**

- Have questions prepared for the presenters.
- Solicit questions from the audience.
- If you finish much before the allotted time, you may let the session out early.

**If a speaker failed to attend the session, please give the floor to the next speaker according to the agenda.**

The RAISE Organizing Committee thanks you for your important contribution to the event success!