WORLD COFFEE CONFERENCE 2010

Guidelines for moderators

Moderators of each Session will play an important role in the Conference. The following guidelines outline their responsibilities:

- Introduce yourself to the speakers before your session (there will be a briefing meeting on Friday 26 February to enable moderators and speakers to meet each other).

- Ensure the Sessions start on time and that each speaker receives the time allocated for the presentation.

- Introduce yourself to the audience and welcome everyone to the Session. You may like to make some brief opening remarks (2-3 minutes) at the start of the Session.

- Introduce each speaker to the audience (name, title and organization). A short biography of the speakers will be available in the Conference folders.

- Ensure speakers keep to time (indicate when they have 5 minutes and 1 minute remaining of their allocated time slot).

- Thank the speaker(s) at the end of the presentation.

- Handle the transition between speakers during the Session

- At the end of all the presentations, give a brief oral summary (2-3 minutes) of the key points and have ready some questions (to be answered in the final question and answer Session).

- Chair questions and discussion during the question and answer Session/panel debate at the end of the Session (around 15 minutes). It is proposed that Conference staff will collect questions from the audience for each speaker after their presentation, to be given to the moderator to select questions to be asked at the end of the session (together with questions from the moderator).

- A roving microphone can also be made available for interventions – in this case always repeat the question from the audience, so everyone can hear it/summarize it if it is a long-winded question.

- Advise the audience when the next Session will commence.

- Make any announcements needed by the organizers at the start or end of the Session.

- Assist the Chairman with the preparation of the conclusions/report of individual Sessions of the Conference.