

INSTRUCTIONS FOR MODERATORS

Introduction

1. The Galle Dialogue Secretariat thank you for your willingness to serve as a moderator at the Galle Dialogue International Maritime Conference 2019. Your role is critical for the success of the conference. Each presenter in the session will have 20 minutes to present their respective paper and 45 to 50 minutes for questions and answers at the end of the session. It is the moderator's responsibility to indicate the presenters, with time 10 and 2 minute caution in order to run the conference schedule, as planned.
2. Five and Ten minutes have been allocated respectively, for the moderator make initial comments and final remarks of the session.

Moderating the Session

3. A booklet containing comprehensive curriculum vitae of each presenter has been provided to the participants and therefore, you are kindly requested to mention only the most essential details when introducing the speaker to the audience. The Biodata of each speaker are available at the Galle Dialogue web portal <http://galledialogue.lk/index.php?id=28>. Whilst you introduce the speaker, his image, name and the designation will appear on the screen.
4. You have given a countdown timer to keep a record of the speaker's time and the facility to indicate 10 Minutes and 2 Minutes caution and time over signal to the speaker. Once you press the number 1, 2 and 3 of the given remote controller, a Green, Yellow and Red light will appear at the speaker's podium to indicate 10 Minutes and 2 Minutes caution and time over signal respectively to the speaker.

<u>Caution</u>	<u>Number to be pressed</u>	<u>Light Indication</u>
10 Minutes	1	Green
02 Minutes	2	Yellow
time over	3	Red

5. **Handling of questions.** Once the participants who wish to raise questions from the speaker by placing their Galle Dialogue ID card on top of the box placed on their respective tables, their names will appear on your screen according to the order of initiation. You have to select a participant to raise the question by clicking the name of the selected participant on your screen. Then, the selected participant's image, the name and the Designation will appear on the main screen allowing him to raise the question.
6. All of the presentations of the speakers will be kept ready before commencing the session and will be loaded by the conference administration.
7. All the papers delivered at the conference will be compiled into a book and handed over to each participant at the end of the last session of the conference.