

Institute Of Directors

Guidelines for Conduct of Conference Sessions CONDUCT OF SESSIONS

Technical Sessions

1. Each session is normally for 90 minutes. 4 to 6 speakers are normally scheduled for each technical Session. The recommended slots could be as follows:-

Introduction & Summing Up (at The End) by Chairman 8 (3 + 5) Minutes	
Introduction of Speakers	Not required, as Speaker Profiles are already included in the Convention Souvenir, and available with all.
Address by Speakers	Normally about 10 min per Speaker for presenting salient points of paper. (or as instructed by the Chairman)
Questions & Answers	Balance time as available, after all speakers have Spoken
Total Time	Normally 90 minutes

2. Q & A shall follow only at the end of each Session and may need to be cut down, if there is an overrun in the lectures. Questions are normally to be raised in writing. Unless time permits, none should be allowed to "address", in the guise of questions or to make supplementary points, unless adequate time is available.

Panel Discussions

In case of Panel Discussion session, the chairman acts as the moderator. To begin, all panelists are given about 5 mts each to briefly bring out their main views on the issue, by each panelists, which are later discussed by the Panel. The audience should also be got involved by the moderator, to enrich the discussion.

Presentations

Both Laptop and LCD will be available at the venue for power point presentations. Any additional aid required, may please be intimated in advance. The Paper presenters can bring their presentation in a CD or pen drive. As the time is short, the number of slides should normally be kept to less than six. The detailed papers would already be in the proceedings, and the Speaker need only highlight his salient views and suggestions, for encouraging further discussion.

Case Study Presentations by GPA Winners

In each International Conference organized by the IOD, the selected Golden Peacock Award Winners are requested to briefly present their major winning initiatives, in the concerned functional area, normally linked with the convention topic. This is one of the obligation of the award winners to share their success initiatives with the conference participants, to help raise the corporate standards. As the presentation time is limited, the speakers are requested to follow the following guidelines:

- a) The presentation will be restricted to 8 to 10 minutes each. Participant questions and answers will normally be at the end of the complete session.
- b) The power point presentations will be restricted to less than 10 slides.
- c) The presentation will mainly focus on new '**Functional initiatives**' only. The first one minute only may be devoted to the organizational/ company profile of the presenter.
- d) Questions by the participants after the speaker has spoken, can be handled over in writing to the Session Chairman, through any representative of the IOD.

Key Note Sessions

Normally 2 to 3 selected professionals in the theme area, are invited by the IOD to be one of the keynote Speaker, in the coveted Keynote Session of the international conferences. They are requested to highlight and update the participants about the current global status and trends in the concerned theme area, in about 15 to 20 minutes, followed by questions and answers for about 5 to 10 minutes.

*******THANKS*******