

GUIDELINES FOR FACULTY
EUROASIA 2023, Mumbai

GENERAL INSTRUCTIONS

- Please come to the meeting hall well in advance for your session
- We are running a very tight schedule. We request you to kindly stick to your allotted time
- There will be a timer available at each session to alert you
- You will not be permitted to use your personal laptops for your presentations
- If you are presenting slides, please prepare them **16 x 9 ratio**
- Load your presentations well in advance in the speaker preview room
- Communicate with the other faculty in your session in advance for smooth execution (contact details are available with Marilyn Fernandes 9833063558 projects6@meetingsnmore.com)
- All sessions will be recorded. If you have any objection to this, kindly inform the organizers in advance

SPEAKER

- Kindly provide updated evidence-based information in your lecture wherever possible, with a take home message at the end
- Questions will be taken at the end of the session after all the talks. Please give to the point short responses to the questions asked

CHAIRPERSONS

- There may be other Chairpersons with you in the session. Kindly plan the session coordination with them in advance (who will introduce which speaker, who will ask the questions etc.)
- Introduce the session, topic and the speaker (only name, city, affiliations and any important achievement in less than 20 seconds). The CV of the speaker will be displayed as they walk up to the podium. PLEASE DO NOT READ OUT THE CV)
- Please ensure that the session runs on time. Politely interrupt the speaker if they exceed the time.
- Allow the audience to ask specific questions (do not allow them to narrate their experiences and waste time). Take questions forwarded through the App. Keep questions ready for each speaker, just in case there are no questions asked

MODERATOR

- You have an important role in steering the discussion and keeping the audience engaged. Keep the session interesting and informative by asking specific questions to the panelists
- Please plan the session in advance with the panelists, including the questions that will be asked
- Kindly ensure that the all the panelists get a chance to speak
- Do not allow panelists to speak for long or digress from the topic of discussion
- You are responsible for maintaining the session time. Kindly ensure that the key issues are discussed in the stipulated time, so that it will be beneficial to the audience.

PANELIST

- Kindly discuss your involvement in the panel discussion in advance with the moderator and other panelists
- Provide short specific responses to the questions asked by the moderator. Give the other panelists a chance to speak.

TRIBATE

- The TRIBATE session is divided into 3 talks of 8 minutes each: PRO, CON and a BALANCED VIEW.
- Check your involvement and the topic you are debating carefully
- There will be no rebuttal during the session
- Make it a scientific discussion. Avoid any negative or personal comments

If you have any queries related to the Scientific Program

Contact: Prof. Sheila Nainan Myatra

Chair, Scientific Committee

EUROASIA 2023, Mumbai

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