**Guidelines for the Moderator**

Dear Moderator,

We appreciate your willingness to actively contribute to the SASO Conference as moderator. The objective of the conference sessions is to present a variety of points of view on specific subjects within a limited time frame. For some sessions there will be time for interaction with the participants and in other instances this exchange will be much shorter.

Please find below initial guidelines to be taken into account for your preparation and participation as moderator:

* As Moderator you will have the responsibility to manage the event for the time allocated. **Kindly ensure a strict compliance with the time constraint.**
* We suggest you to present each speaker (their name and the organisation they represent). We have asked each of the speakers to provide a short CV that will be uploaded on the SASO website, time will not allow to read this CV. Once the speaker had been introduced, you give the floor to him/her.
* According to the length of the session and the number of speakers, time has been allocated to each of the speakers (see attached agenda). Some of the time should also be reserved at the end to open the floor for question and answer time, even if very short. The ABC rule should apply: Appropriate, Brief and Clear. For most of the sessions time will not allow for slides, so speakers will have to be very concise. Should a speaker insist to use slides, please make sure that you strictly manage time and make sure the speaker is aware of it and faces being stopped should he/she be too long.
* We suggest you to ask for questions and comments after all presentations. Remember to the audience that exchange of opinions and comments will follow the presentations.
* Try to extract two or three ideas from each presentation that will allow you to suggest or propose further comments and questions if audience is reluctant or too shy to participate.
* Once again time should strictly be managed and you should inform the speakers how much time they have. Always inform the audience that more time will be available for questions and further comments.
* Remember that we want to provide key messages and arrive to conclusions, actions and concrete proposals.
* Please provide as soon as possible a short CV (3 or 4 lines), if you include a picture it will be great. Attached you can find an updated version of the agenda. It is advised that the moderator and speakers connect at 1330hrs so that proper coordination done prior to the meeting.

Again, many thanks and see you on 20 May 2021.

***Contacts:***

*iSASO, Mr. Musa Magongo,* *mmagongo@saso.sadc.int*

*EASA, Mr Yves Koning,* *yves.koning@easa.europa.eu*



**Supported by:**