

# Tips & Tricks:

## for session chairs at ccNSO Meetings

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People from around the world attend the ccNSO Members Meetings: ccTLD managers and interested parties exchange information, discuss hot topics and share ideas. To make this experience as rewarding as possible, the ccNSO Meetings Programme Committee (MPC) has developed some basic tips and tricks for session chairs, on how to make a good session even more effective. We would be grateful if you could take some time to read through the material and consider the advice.

### Role of the session chair

- Keep track of the time allocated to the various presenters and make sure time is respected
- Introduce the presenters or panelist to the audience and the topic they will address, or ask the presenters to introduce themselves
- Encourage the presenters to share their knowledge on the topic
- Manage the Q&A queue
- Wrap-up the discussions at the end of the session
- If possible, encourage presenters and/or audience to have a discussion on the subject
- Convey logistical announcements

### Logistics

- **Moving slides**

There will be a remote control: presenters are encouraged to flip the slides themselves via the remote control. This is far more elegant than saying “next slide, please”. As a session chair, please help your presenters in locating the remote control.
- **Time tracking**

A schedule with the time allocated to each speaker will be circulated before the ccNSO members meeting. The session chairs and secretariat will review the final version of the detailed schedule during the prep meeting for session chairs. Let us know if you would like the Secretariat to assist you in keeping track of time for your session. The Secretariat can, for instance, show you a yellow card to flag that time is running out.
- **Walking moderators/session chairs**

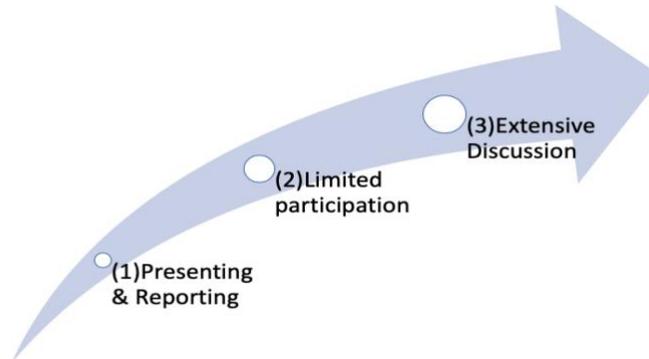
Moderators and session chairs can either take a seat at the panel table in the front or on one of the bar stools in front of the panel table. You are encouraged to either stand or walk around, especially during the Q&A and wrap-up: this will increase the interaction with the audience.
- **Remind people to say their names and affiliations**

During a Q&A it is important that participants say their name and affiliation before anything else, for remote participants and to help with transcription.
- **Session format**

Explain the rules of the interaction and activity at the beginning of the session.

## Tips & Tricks

- The ccNSO Members meeting consists of a mixture of updates and consultation rounds, depending on the purpose of the session. The MPC prepared a document, including a number of options to assist the session chairs and presenters at the ccNSO Members Meetings, to optimize the involvement of the audience. Each level of involvement requires greater levels of participation by the meeting participants and a greater role for the session chair. Planning for the appropriate level of involvement when inviting participants to a meeting is crucial.



Read more: <https://ccnso.icann.org/en/workinggroups/mpwg.htm>

- **Prepare together with the presenters**  
Contact the presenters, let them know of the logistics of the session and ask them if there is a question they would like to receive, or if there is an item they prefer to see highlighted during the wrap-up by the session chair.
- **Review the slides in advance**  
Review the slides that will be presented during your session ahead of the meeting: they will be helpful in preparing possible questions. The ccNSO secretariat can give you a copy of the slides, provided the presenters sent them on time.
- **Prepare at least 1 question per presenter**  
Make sure you have at least one question prepared in advance for each of the presenters in your session. In case there are no questions from the audience, the question by the session chair might work as an ice-breaker.
- **Organise a scripted interaction with selected audience members**  
Consider asking selected audience members to raise a predetermined question, if such a “steered” intervention can be an added value.
- **Order**  
Please respect the order of the presentations as included in the detailed schedule: this is helpful for the ccNSO Secretariat when displaying the slides in the room.
- **Remember the remote participants**  
Remote participants join the meeting via Zoom. The secretariat will monitor the chat room and will read out loud any questions from remote participants. Please make sure to check with the secretariat whether there are any questions from remote participants and allow those attending remotely time to type their questions. Comments or questions from remote participants have precedence.
- **Use temperature-of-the-room cards**  
The moderator or session chair should consider asking a question, which allows the in-room participants to simply answer by raising the appropriate coloured card. E.g. “Is your registry facing a similar situation?” Green = yes, red = no and yellow = abstain. It is recommended that the moderator or session chair warns the audience upfront, to ensure in-room participants have their cards ready.