



Before the Session

Know Your Objective

- Meet the Speakers
- Confirm Presentation timing
- Note Key Points to highlight

17 1st to 3rd May 2026
 Hyatt Regency, Chennai

Arrive 30 min Before

Review Agenda



CHAIRPERSON

During the Session



Open Session

- Start on time
- Welcome & Introduce
- Session overview



Time Management

- Keep speakers on time
- Intervene politely if exceeding



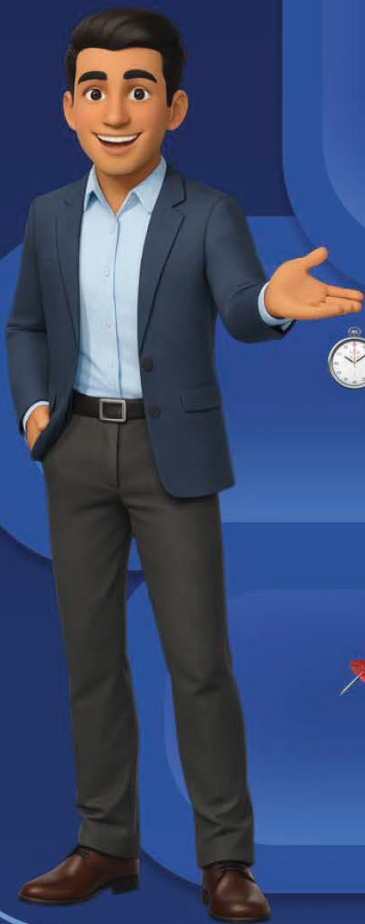
Facilitate Q&A

- Encourage concise replies
- Manage time effectively



Summarize & Close

- Share key takeaways
- Thank speakers & audience



After the Session



Thank participants



Acknowledge speakers, moderators, panelists & audience



Closing Note



Together, let's make every session engaging, respectful, and impactful.

