

Before the Session

 **4th - 6th September 2026**

 **ITC Grand Chola,
Chennai**

 **Review Agenda**

 **Know Your Objective**

 **Meet the Speakers**

 **Confirm Presentation Timing**

 **Note Key Points to Highlight**

 **Arrive 30 min Before**



CHAIRPERSON & EXPERT PANEL

Open Session

- Start on Time
- Welcome & Introduce
- Session Overview



Time Management

- Keep Speakers on Time
- Intervene Politely if Exceeding



Summarize & Close

- Share Key Takeaways
- Thank Speakers & Audience

During the Session

?

Facilitate Q&A

- Encourage Concise Replies
- Manage Time Effectively

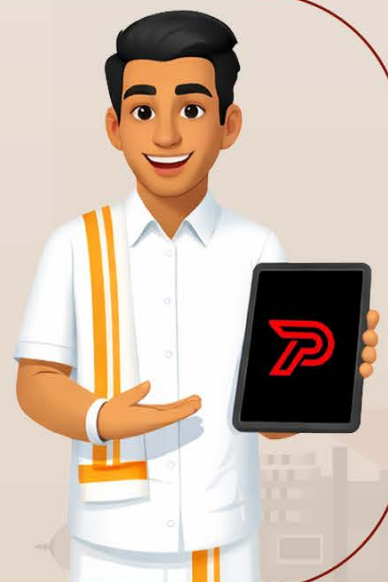
After the Session



**Thank
Participants**



**Acknowledge
Speakers & Audience**



Closing Note



**Together, Let's
Make Every Session
Engaging, Respectful and
Impactful**

