



Innovative Energy Solutions

Round Table Guidelines for Moderators and Panel Members

All Round Table Moderators and Panel Members have to register for the Congress and will receive the preferential Speaker Rate.

Objectives

Round Tables provide a unique, valuable, and timely opportunity for a global panel of high level government representatives, industry leaders and heads of stakeholder organisations to engage in stimulating, forward-looking dialogue and to shape common responses to critical issues that confront our industry around the world.

The Round Table Format

Round Tables are highly interactive. They reflect a wide range of points of view and seek to bring all parties to the table in a major discussion format. The size of the audience ranges from 100-500 participants. Sessions are between 60 to 90 minutes long, and should include as much time as possible for interaction with the audience. The timetable needs to be strictly adhered to.

The Moderator starts the session with a short overview, keeping the opening remarks brief in order to allow maximum time for audience participation. Each panelist is then introduced and asked to outline their own perspective on the topic in about 3-5 minutes. There is ample time for speakers to elaborate on their views during the course of the Round Table. Speakers are encouraged to highlight specific examples or case studies relevant to the topic. The programme of Round Tables is designed to be highly interactive; we discourage panelists from preparing formal presentations or speeches. If necessary, slides should be kept to a maximum of three.

Participants

Each Round Table is managed by a Moderator. To facilitate communication and coordination with the Congress Programme Committee, each Moderator will be designated an individual committee member, the "CPC Contact", for guidance and assistance.

The WPC National Committees can nominate candidates as Moderators during the official online submission process. The CPC then selects the Round Table Moderators from the list received. They may also select some of the proposed candidates for the panel. Together with the CPC, the Moderator will then consider further relevant panel members to ensure a broad range of views, expertise and / or geography to be invited. Invitations will be sent out officially via the WPC Secretariat.

Preparation of the Round Table

Once all the invitations have been sent out and the panel is finalised, the Moderator (with the help of the CPC Contact) must contact all the panelists to establish rapport and to discuss the content and format of the session during two or three conference calls. The Moderator uses these conversations in the run-up to the Congress to identify key concepts and questions for the session with the panel.

In order to provide the framework for the discussion, the Moderators are requested to put together a short overview of the session objectives and key points of discussion based on the session description provided by the organisers. Each of the panel members should also prepare some bullet points highlighting their experience and perspective of the issues to be discussed.

All participants must adhere to the following

- ❖ They need to have expert knowledge of the topic
- ❖ They are good communicators
- ❖ They are able to register for the Congress (at the preferential Speaker Rate)
- ❖ They can communicate by e-mail
- ❖ They are willing to participate and be engaged in the RT process and can dedicate the necessary time and effort

The Day of the Session

Meeting before your session: Moderators and panelists meet 30 minutes prior to the start of their session in the designated Speakers Room at the venue. This allows panelists to meet each other and to review final details with the Moderator. The speakers will then be escorted to the Round Table room in preparation for the session.

In order to capture the essence and highlights of the Round Table, the CPC Contact will arrange to take notes during the session which will be shared with the Chair and panelists afterwards for their input before being included in the Congress Proceedings.

Opening the session: The Moderator introduces the panelists and the main themes of the session. The audience will be informed that there will be time for questions during the discussion. The Moderator sets the ground rules for the session, including the time limits for remarks by the speakers, reminding participants to identify themselves before posing brief and concise questions and directing the questions and answers.

Moderating the session:

The Moderator ensures that the discussion among the panelists and with the audience is dynamic and focused and that the time limits for speakers and questioners are respected. Once the panel has made their opening remarks, the Moderator will engage them in a discussion. Each panelist will provide two potential questions for discussion to the Moderator in advance. The Moderator can then open the floor to questions from the audience or continue with the panel discussion, if questions are not readily forthcoming from the audience.

Closing the session:

The Moderator plans the overall timing of the session in order to close on time. The Moderator concludes the session with a short summary of the key points made during the discussion.