



27 April 2017

16th BIS Annual Conference

Low for long or turning point?

Friday 23 June 2017, Lucerne, Switzerland

Guidelines for the Chair of the wrap-up panel session

Your prime responsibility as Chair will be to ensure that the discussion proceeds in a focused and timely fashion. To help you achieve this, we draw your attention to the following:

1. You can provide a brief introduction to illustrate the important issues to be discussed (1-2 minutes).
2. In your introduction of the panellists, you do not need to provide detailed biographical information. That will be available to the audience in the meeting folder.
3. The schedule allows for:
 - Panellists – 10 minutes
 - Chair's general comments on the issues discussed by panellists – 10 minutes
 - General discussion – the remaining time available for the session – 40 minutes
4. For the general discussion, conference participants should use the microphones available to them. If they do not do so automatically, please ask them to, so that the others can hear.
5. During the Q&A, we recommend that you collect 2–3 questions from the audience and ask the panellists to respond; then collect 2–3 more and so on until the time in the session is over. Please use your judgement as to whether comments and questions from the floor can be grouped together before the panellists respond, and whether a comment or question demands an immediate response.
6. Please guide the discussion toward the relevant policy issues and provide comments as you deem appropriate.