



**WFC2015**  
XIV World Forestry Congress

*Forests and People: Investing in a Sustainable Future*

7-11 SEPTEMBER 2015 Durban | South Africa

# SPEAKERS' CORNER AT THE WFC

## GUIDANCE NOTE FOR "LIGHTNING PRESENTATION" SPEAKERS

### Introduction

The purpose of the Speakers' Corner is (1) to allow as many voluntary papers as possible to be presented at the WFC by providing accepted authors with an opportunity to make "lightning presentations" of their papers in an informal but structured setting; and (2) to provide Congress participants with a further opportunity to learn about new and emerging findings and to network with fellow participants.

Space is limited and we will confirm participation in the Speakers' Corner once registration is closed and all requests to speak have been reviewed. We will then notify speakers of their designated session date, time, location and moderator.

### Guidance for Speakers

This guidance note is intended to help support your preparation for the event:

- Each Speakers' Corner will last 1 hour 15 minutes, consisting of an introduction, two rounds of presentations and Q&A sessions and a conclusion. A total of 10 speakers will present. Each round of "lightning presentations" will have 5 speakers followed by a 15 minute Q&A session.
- The moderator will introduce each event by welcoming the audience and speakers, providing a brief overview of some of the main topics to be presented and reminding participants of the format and rules. Before each presentation, the moderator will give the name of the speaker and the title of their presentation.
- Speakers will have **no more than 3 minutes** to present. Moderators will notify speakers the amount of time remaining using time cards; these will show 2 minutes, 1 minute, 30 seconds, 10 seconds and 0 seconds. The moderators will cut speakers off if the allotted 3 minutes is exceeded.
- Presentations should be concise and focus on (1) the aims of the study, (2) the key findings and (3) the wider implications of those findings.
- After the first round of 5 "lightning presentations," the moderator will open the floor for 15 minutes for questions. The moderator is also welcome to ask the speakers questions.
- The second round will follow the same format as the first: 5 "lightning presentations" followed by a 15 minute Q&A session.
- Speakers are kindly requested to arrive at the venue 15 minutes prior to the start of the event, in order to review the schedule and rules with the moderator and set-up visual aids on the flipchart, if appropriate. (If a speaker fails to turn up, the moderator is free to invite a member of the audience to fill the spot, or

to designate extra time for questions.) Speakers are also requested to remain present throughout the event.

- Speakers will be requested to provide a short biography (maximum 5 sentences). The copy of the biography should be sent to [elaine.springgay@fao.org](mailto:elaine.springgay@fao.org) by 29 August 2015

## Programme

<b>Introduction to Speakers' Corner.</b> Moderator will welcome audience and speakers, introduce main topics and explain rules and guidelines. <i>(3 minutes)</i>	<b>Moderator</b>
<b>First block of speakers.</b> Five presenters will have 3 minutes each to speak. Each presenter will be introduced by the moderator: name and title of presentation. <i>(15 minutes)</i>	<b>Speaker 1</b>
	<b>Speaker 2</b>
	<b>Speaker 3</b>
	<b>Speaker 4</b>
	<b>Speaker 5</b>
<b>First Q&amp;A.</b> Presenters will have the opportunity to answer questions from the audience and moderator. <i>(15 minutes)</i>	<b>Moderator</b>
<b>Second block of speakers.</b> Five presenters will have 3 minutes each to speak. Each presenter will be introduced by the moderator: name and title of presentation. <i>(15 minutes)</i>	<b>Speaker 6</b>
	<b>Speaker 7</b>
	<b>Speaker 8</b>
	<b>Speaker 9</b>
	<b>Speaker 10</b>
<b>Second Q&amp;A.</b> Presenters will have the opportunity to answer questions from the audience and moderator. <i>(15 minutes)</i>	<b>Moderator</b>
<b>Conclusion.</b> Summary of key messages and concluding remarks from moderator. <i>(3 minutes)</i>	<b>Moderator</b>

## Contact Information

If you have any questions related to your moderation please do not hesitate to contact us:

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