

Before the Session

 17th to 19th July 2026

 Hyatt Regency, Chennai



Review Agenda



Know Your Objective



Meet the Speakers



Confirm Presentation Timing



Note Key Points to Highlight



Arrive 30 min Before



Scan QR



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



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

Closing Note