



Guidelines for Honorable Speakers of 23rd ASCOJA Conference

The Organizers are pleased to provide you with the following guidance to facilitate a successful conduct of your session as follows:

A. *Session Management*

- Each **speaker** is given **10 minutes** for the presentation with additional time for questions and answers, and further discussion.
- Plenary and panel sessions are to be facilitated by **moderators**.
- A **rapporteur** will document key discussions and recommendations from the session

B. *Expected Outcome of the Conference*

The consolidated ideas will be brought forward by the chief rapporteur of the conference to the ASCOJA Governors' meeting on the 10th September for discussion and adoption during of the meeting. Subject to the decision of the ASCOJA Governors, the agreed way forward to be read out during the closing dinner of the 23rd ASCOJA Conference 2017.

C. *Speakers' Profile & Presentation*

- The details of speakers and their presentations will be published in a booklet given to registrants upon their arrival. In this connection, the organizers would kindly requested each speaker to complete the following documents and return them to e-mail ascojainbrunei@gmail.com and by **1st August 2017**.
 1. Bio-data (Not more than 200 words) for the appropriate introduction of the speakers to the audience (template in Appendix 1).
 2. Passport size photo, with 640 x 480 pixels or higher resolution.
 3. Abstract of the presentation (Guidelines on Abstract Submission in Appendix 2)
