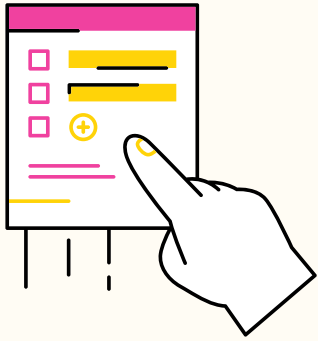


TIME MANAGEMENT



Tips for efficient moderation

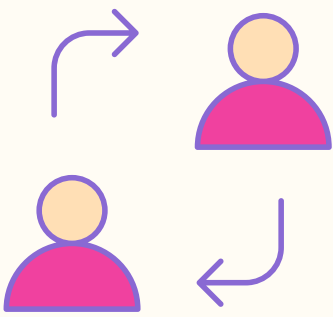
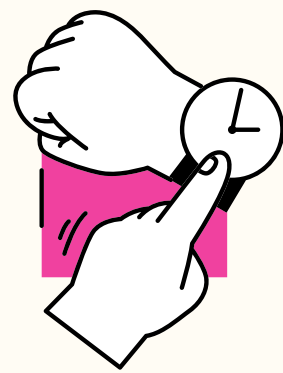


1. Pre-planning

Before the event, it is crucial to have a detailed plan that includes the schedule, the topics to be covered and the time allocated to each segment

2. Set time limits

During the event, set clear time limits for each intervention or activity

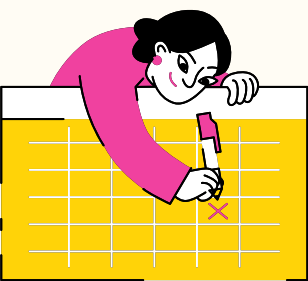


3. Active facilitation

As moderator, it is your responsibility to keep track of time and manage the conversation effectively

4. Prioritise topics

If time is limited, prioritise the most important and relevant topics for the audience

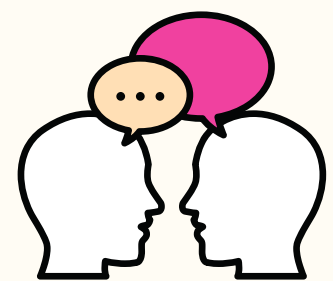


5. Flexibility

Despite careful planning, it is important to be flexible and be prepared to adjust the schedule as needed

6. Respect participants' time

Respect the time of all participants in the event, both speakers and audience



7. Post-event evaluation

After the event, take the time to evaluate how participation times were handled and whether there were areas where improvements could have been made