

TIPS FOR FORMATTING SESSIONS

2024 GLOBAL FORUM, BANGKOK



Title & Theme

- Each session should have a clear and concise title that reflects the content and purpose of the session.
- Provide a brief description outlining the overarching theme and objectives of the session.

Interaction & Engagement

Be sure to include at least a couple of interactive components. This could include (but is not limited to) breakout discussions, Q&A, polls and surveys, networking activities, gamification like quizzes and friendly competitions, exhibitions, workshopping, group brainstorming, etc...

Presentation Material & Multimedia

- We strongly discourage the use of PowerPoint presentations as they tend to draw the audience to a wall of text or bullet points rather than being engaged with the speaker. One exception could be if your slides contain interactive elements and make your session more dynamic.
- We do encourage other multimedia elements like video and photos.

Staging

- Begin the session with an introduction, highlighting the significance of the session for the audience.
- Outline the structure of the session, including the topics to be covered and the sequence of presentations or activities.
- Specify at the outset the time allocated to each speaker/topic.
- Factor in time for audience questions (at the end/midway/throughout)

Conclusion

Conclude the session with a summary of key insights and takeaways.