

Guidelines for Audience & Participants

The following guidelines are recommended for audience and participants for the success of the conference:

1. Please note that the success of the conference depends on you. Hence, it will be helpful if you cooperate and contribute constructively.
2. Kindly reach the venue on time. There are several parallel sessions that will be held in different rooms. You may decide which session you want to attend based on your preference and reach that room **5-10 minutes** in advance. Kindly take your seats early. Please be aware that Session Chair, Speakers and other Participants are waiting for you.
3. There will be plenty of opportunities to ask questions and share your views, debate on the subject and contribute to the overall intellectual interaction. Kindly use these opportunities constructively. In addition to Question & Answer sessions at the sessions, there are other opportunities during breaks and other networking times for any further discussions and private conversations.
4. It is an interruption if you ask questions / probe / comment in between the presentation, unless the Chair / Speaker invites you to do so.
5. Kindly do not create disturbance to other speakers in any manner that it can disturb the Session Chair resulting into delay of the sessions. Please remember that if one session gets late, it will delay other sessions too which you may be presenting. Please cooperate with the Session Chairs in time-keeping.
6. Kindly avoid using mobile phone for talking or texting during the sessions. There are ample of breaks wherein you may do so. However, you are welcome to send social media updates about the discussions in the session.
7. You may wish to make notes during the presentation. Unless advised otherwise by the Session Chair, you are also allowed to take photographs and video provided you will not be using it for commercial purpose. You may bring a camera.
8. You may bring your own laptop, USB Memory Stick / Flash Drive to make notes or Audio Recording device.
9. Photography and video recording by the Conference Team will also take place for usage in post-conference publications and other related online/printed material to be produced by Data for Policy Team. Please inform session chairs and conference volunteers in the room if you have any reservations about this.
10. You may want to bring your business cards or literature of your organisation that you represent. This will help you to develop your relationships and will be useful to other participants.
11. If you have to leave the room for any reason, kindly leave and come back silently with the least disturbance to others.
12. If you are one of the speakers yourself, kindly reach the allocated room at least 10 minutes in advance. This will help you to transfer your data/files to the computer and check if everything is in order.
13. Kindly inform the conference organisers in advance if you have any specific requirement for your health and safety.