



GLOBAL CHILD NUTRITION FORUM 2024 General Guidance for Speakers & Moderators

Thank you for agreeing to participate as a speaker or moderator in the Global Child Nutrition Forum 2024. This year's Forum agenda will feature over 70 school meal leaders and experts. The following guidance has been developed to support speakers, panelists and moderators to ensure a smooth and timely Forum experience for all participants. We appreciate your adherence to this guidance!

Please share the following by November 20 with Emily Fredenberg (emily@gcnf.org) and Yale Warner (yale@gcnf.org)!

- Prepared remarks to support translation
- Pronunciation of your name, your title, and a short bio to help introduce you to the stage
- Any required presentation (please download and use the Global Child Nutrition Forum [Presentation Template here](#))

Please Speak Slowly! Very slowly!

- The primary language of the Forum will be English. During Forum plenary sessions, simultaneous translation will be available in Arabic, English, French, Japanese, Portuguese, Russian, and Spanish. Languages besides English will be translated into English before they are translated into the other remaining languages.
- To ensure all Forum participants can understand you, it is critically important that you speak much slower than you might typically, to accommodate for translation time. We suggest that you prepare by identifying the main points you want to make, and practice saying them slowly and clearly.

Please Stay on Time!

- This year's Forum has an unprecedented number of speakers, with over 70 featured on the agenda. It is critically important for you to stay within your allotted time, to ensure that each is able to speak and we are able to make it through our agenda.
- While on stage, you will be given a one-minute indication to wrap up your remarks, and another when your time has been completed. Please do not speak longer than the time you have been allocated. During panel discussions and Lightning Rounds, moderators will also help ensure panelists remain within speaking time.

Presentations & Remarks:

- Please share your prepared remarks by November 20 to assist interpreters. For Lightning Rounds, please also share the suggested title of your session.

For additional questions and guidance on your speaking role, please feel free to reach out to Emily Fredenberg (emily@gcnf.org) and Yale Warner (yale@gcnf.org).

- If you require a PowerPoint presentation, **please download and use the Global Child Nutrition Forum Presentation Template here and share your presentation by no later than 20 November with Emily Fredenberg (emily@gcnf.org) and Yale Warner (yale@gcnf.org).**
- Please note that presentations will not be translated during the Forum. Therefore, if you require a PowerPoint presentation to accompany your remarks, please ensure it contains primarily visuals with limited wording to ensure you are able to be understood by participants. Please also keep the number of slides to no more than 2-4 for remarks of 9 minutes or less.

Show time!

- To ensure your name is accurately pronounced and spelled, and your title is correctly reflected on the agenda, **please share the pronunciation of your name, your title, and a short bio to help introduce you to the stage by no later than 20 November to Emily Fredenberg (emily@gcnf.org) and Yale Warner (yale@gcnf.org).**
- If you are a part of a panel discussion, prior to the Forum you will be put in touch by GCNF's team with other members of your panel to have the opportunity to be in contact before the session.
- At the Forum, there will be a speaker preparation area in the front row of the main (plenary) conference room and the GCNF support team will be there at most times to assist. Most plenary sessions will either begin right after the morning announcements or after a coffee/tea or lunch break. Depending on the timing of your session, it is recommended that you and your fellow panel members meet in this area either before the morning session begins or during the break that precedes your session to become acquainted in-person.
- Please also go to the front row speaker preparation area at least 10 minutes before your session to help ensure a smooth transition between sessions.
- Due to time constraints, there will not be an opportunity to take questions from the audience. Participants will be encouraged to find panelists during breaks to ask any remaining questions directly.

Stage Set-up:

- For panel discussions, there will be a large screen backdrop on stage center, a podium off center with a microphone, and a set of panel chairs. Panel moderators may use the podium, and panelists will speak from their seat, using a handheld or lavalier (attached) microphone.
- Stage set up for single presenters will include a podium off center with a microphone and a large screen backdrop on stage center.
- Stage set up for the (shorter) Lightning Round announcements will include two podiums with microphones, one to the right of the stage and a second to the left and a large screen backdrop on stage center. GCNF will guide speakers to take and leave the stage quickly, beginning with the first speaker speaking from the first podium, then switching quickly to the second speaker at the second podium, then back to the third speaker at the first podium, etc. until the Lightning Round is complete.

For additional questions and guidance on your speaking role, please feel free to reach out to Emily Fredenberg (emily@gcnf.org) and Yale Warner (yale@gcnf.org).