

Chair's Brief



Aim of the Event

Discovery^{Lab} offers lively, interactive events that bring advisors, investors, and entrepreneurs together to discuss new ventures and opportunities for growth.

Objectives

Treat the audience like your customers, they've paid with time. Your job is to ensure that they obtain the information they want. You'll set the pace, let conversations develop, exerting control as needed.

Preparation

Get to know the presenters: Read their business plan summaries beforehand.

Chair Tasks

1. **Feel free to introduce yourself** very briefly when you begin to chair the session.
2. **Introduce speakers.** Keep this very brief just to fill time while the presenter starts up. Just the name, position and topic (verify the pronunciation if needed).
3. **Keep speakers on time**, lifting a finger to indicate to the presenter that they have 1 minute left of their slot to allow plenty of time for Q&A. Half the slot is for Q&A.
4. **Ask people to ask single questions concisely.** Ideally allow short questions from several people, moving on to the next query when there is a pause.
5. **Have a question ready** in case there is no question from the audience (this is rare).

Note: The audience will be asked to evaluate pitches with a poll during the Q&A.

No recording by participants is allowed for these private meeting.

Running the Show

Be a leader and know the impact of body language: The body language of the chair is often echoed by others (so try sit up straight and avoid fidgeting).

Keep the discussions on track. If necessary, look for an opening to redirect by reframing a question, interject politely to pass the conversation to another person, or move on to the next query.

Know when to move on: Don't let anyone dominate the session over others, interject between their breaths and invite another person to ask a question.

Wrapping up

Closing: Let the presenters make a closing statement, for example about what actions they plan to take. Thank the presenters at the end of the session.

Encourage the discussion move to action: The conversation between the audience and presenters should be so engaging that they want to continue discussions and exchange contact detail afterwards in the chat space, break or networking session.