

Chair's Brief



Aim of the Event

Discovery^{Lab} offers lively, interactive events that bring investors, business experts and academic researchers together around a table to discuss and evaluate 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 have the information they need. You'll have to set the pace, let conversations develop, exerting control as needed.

Preparation

Get to know the presenters and subject: Read the business plan summaries and slide decks beforehand. Have some back-up questions to open up the conversation going.

Chair Tasks

1. **Introduce speakers.** Keep this brief to fill the time while the presenter starts to share their screen. Just the name (verify the pronunciation beforehand by checking out videos or asking the speaker).
2. **Try to 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. The breaks allow us to make up time as needed.
3. **Ask people to ask their questions** based on their order of appearance in the chat space. If we short of time you may need to ask questions for them. Allow at least 1 question, ideally several from several people.
4. **Have a question ready** in case there is no question from the audience (this rarely happens).

Notes: Be aware that polls will pop up to allow the advisors to evaluate the teams. No recording by participants is allowed for this private meeting. We will share a recording of the zoom meeting with the Discovery^{Lab} advisors.

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). Look at the camera when you talk.

Keep the discussions on track. If necessary, look for an opening to redirect by reframing a question or interject nicely if someone is hogging the spotlight, passing the conversation to another person.

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

Wrapping up

Closing: Let the presenters make a closing statement, for example about what actions they plan to take in the near future. Thank the panel and presenters.

Encourage the discussion move to action: The conversation between the panel and presenters should be so engaging that they want to continue discussions afterwards. Let them exchange contact details.

Zoom meeting preparation

Need to test your setup? Use the following link: <https://zoom.us/test>

Consider the audience. This will include experts ranging from company executives to investors to scientists.

Some people may be stressed out due to COVID-19 or other issues.

Please be patient and speak clearly.

We anticipate that delegates will be joining by video while on mute.

If you have dual monitors at home, sign into the Zoom application with your credentials & enable dual monitors under your general settings (so you can see content on one screen, participants on the other).

Connect to the virtual conference link.

Be mindful of your video/audio setup: what can participants see and hear?

Open the Zoom chat to monitor participant comments/responses by clicking on the "chat" icon on your toolbar.