

Developing Skills for Effectively Chairing an Event

— a one-day training course

*Optimising the role of the chair to ensure
a brilliantly delivered and focused event*

- ensuring there is a flow and consistency throughout the event
- learning how the chair can focus speakers, delegates and sponsors
- planning speaker meetings to prepare for the event
- facilitating debate and questions
- techniques for opening and closing an event

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*98% of our
delegates
would
recommend
our courses*

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Developing skills for effectively chairing an event

Defining the function and role of a chair person

- Understanding how vital the contribution of the chair is to the success of the conference on the day
- Making sure the event works on the day and meets the conference title objectives
- Ensuring clarity and continuity
- Introducing and working with the speakers
- Time Keeping
- Focusing the speakers, delegates and sponsors
- key skills and attributes of a great chair

Pre-conference planning — establishing relationships and working with speakers

- Establishing contact with speakers
- Planning speaker meetings — when to hold them, what to expect from them
- Briefing speakers and promoting linkages between sessions
- Understanding sponsor objectives and constraints
- Ensuring a cohesive framework for the event

Drafting and delivering opening remarks

- Introducing and setting the tone for the event
- Clarifying the role and objective of opening remarks
- Dos and don'ts
- Administration details — liaising with the conference organiser

Ensuring individual talks link together — creating a flow and consistency throughout the event

- Introductions and thank-yous — an opportunity to pull talks together
- Working with speakers to ensure they focus on their talk and the overall conference objective
- Managing speakers who over run on time
- Prompting speakers when subject goes off brief
- Dealing with difficult speakers

Working with keynote speakers

- Special considerations of keynote speakers

Facilitating debate and questions

- Classic techniques for promoting questions
- Preparing questions before each talk
- Using particular members of the audience to facilitate debate
- Questions as a means of focusing the event

Managing panel sessions and round tables

- Briefing all panel members before the session
- Identifying key panel members
- Preparing questions and answers
- Common problems of dealing with a panel and how to overcome them

Closing the conference

- An opportunity to summarise the whole event
- Pulling out the key themes and developments in the conference
- Future opportunities
- Who to thank and closure