

# Chair's Brief



## Aim of the Event

Discovery<sup>Lab</sup> offers lively, interactive events that bring mentors, 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 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 beforehand.

## Chair Tasks

1. **Introduce speakers.** Keep this brief to fill time while the presenter starts sharing their screen. Just the name, position and topic (verify the pronunciation beforehand by asking the speaker).
2. **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.
3. **Ask people to ask single questions concisely.** Allow questions several from several people, moving on to the next query when there is a pause.
4. **Have a question ready** in case there is no question from the audience (this rarely happens).

Note that the audience will be asked to evaluate the teams.

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 allow 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 in the near future. Thank the presenters.

**Encourage the discussion move to action:** The conversation between the panel 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.