



Guidance Note for Co-Chairs and Panelists

The Co-Chairs and the panelists will be seated on the podium and speak from their respective seats. Facilities will be available for power point presentations. The meeting will be conducted in English only.

The Chair/Co-Chairs will:

- Make some brief opening remarks to the topic from her/his own perspective (maximum 7 minutes) drawing on the respective issue paper as scene-setting of the session; *[The responsibility will be divided among the Co-Chairs with first one making the opening remarks and leading the proceedings of the Meeting halfway through and then the second Co-Chair would carry on until the end]*
- give the floor to the panelists to make their statements/presentations [5 minutes each] one by one and then give the floor to the participants [max. 2 minutes each]. The Co-Chairs will make a brief introduction of each panelist;
- ensure, with the assistance of the meeting organizers, that all speakers and participants keep their interventions to the allocated time;
- ensure that the discussions are dynamic and focused on the session topic, with a view to generating a succinct set of key messages and policy recommendations;
- invite panelists to respond to the questions and remarks by the participants towards the end of the session; and
- make very brief wrap-up remarks and then formally close the session.

The Panelists will:

- send a brief biographical note (maximum 100 words) and photograph in a word document to OHRLLS, Ms. Rita Ruohonen (ruohonen@un.org) prior to the meeting to be posted on the website;
- submit an electronic copy of their presentation to OHRLLS, Ms. Rita Ruohonen (ruohonen@un.org) prior to the meeting;
- address the session theme based on the Issues Note drawing on his/her country's or organization's experience and expertise, as appropriate. The Issues Notes can be

accessed at <http://unohrlls.org/event/regional-meeting-asia-pacific-ldcs-sustainable-energy/>

- limit their presentation to 5 minutes; and
- make some brief remarks towards the end of the session.

A Co-Chairs' Summary of the Meeting will be presented at the closing session and a report of the Meeting will be distributed among the participants and made available on the OHRLLS website after the Meeting.