



## IRTI-IDB & UCB THEMATIC WORKSHOP

MACROPRUDENTIAL REGULATION AND POLICY  
FOR ISLAMIC FINANCE INDUSTRY:  
THEORY AND APPLICATIONS

5 - 6 OCTOBER 2015  
MANAMA, BAHRAIN



كلية البحرين الجامعية  
UNIVERSITY COLLEGE  
OF BAHRAIN

**Thank you** for agreeing to moderate a session at the **MRPIF 2015**, 5 – 6 October in Manama, **Bahrain**. The success of the workshop will not only be determined by the quality of presentations, but also by our management of the technical sessions (ie. moderation). It is imperative that we begin and end each presentation within its allotted time. Each presentation has been given a 20-minute timeslot (including questions). In order to allow time for introductions and changing speakers, etc., we have asked each presenter to reserve 5 minutes of their timeslot for questions. Therefore the presentations of the workshop should be no more than 15 minutes long.

### Workshop Duties

1. Provide your speakers with your contact information (email, cell phone, etc.) so they may contact you with any questions prior to the conference.
2. Emphasize the need for speakers to plan their remarks so that they are completed in the allotted time (15 minutes).
3. Request a brief bio from the presenter for use in their introduction.
4. To be aware of last minute changes of the presentations.
5. Remind the presenters of their presentations' materials to be loaded before the session starts.
6. Visit the room before the session begins and check out the A/V equipment to make sure it is working properly. Assist the presenter(s), as needed.

### Moderating Your Session

1. Start the session on time!
2. Introduce yourself / welcome the audience.
3. List all presenters and their papers (ensure all presenters are available)
4. Announce the session topic for this session. Announce any last minute changes (if needed).
5. Remind speakers to observe time limits.
6. Introduce the presenter(s) using his/her brief bio (name, affiliation, title, etc.).
7. Start the session timer and after the conclusion of each presentation, thank the presenter(s).
8. After acknowledging the last presenter, inform audience of break, lunch, or later sessions.
9. Allow not more than 5 minutes for questions after each presentations.

Session Timers: Use the timers to inform presenters of time remaining in their presentations. If the presenter has not completed, interrupt and ask him to close his presentation with a final sentence. Do not allow a speaker to use more than their allotted time.

If you have questions about presenters or moderators for the MRPIF Workshop, contact **Dr. Sutan Emir Hidayat** ([sutan@ucb.edu.bh](mailto:sutan@ucb.edu.bh)), **Dr. Ahmad Rafiki** ([arafiki@ucb.edu.bh](mailto:arafiki@ucb.edu.bh)) or **Dr. Abdulla Al-Hadrami** ([ahadrami@ucb.edu.bh](mailto:ahadrami@ucb.edu.bh)).