

Conference Rules & Important Notes

Please comply with the following rules to ensure proper flow of the meeting.

• Rules for All Participants

1. Smoking is prohibited anywhere inside the conference venue.
2. Do not bring beverages into the conference venue.
3. Please arrive in a punctual manner. Wear your ID badge at any time during conference and meal time.
4. The conference will be entirely recorded in audio and video.
To ensure the quality of this conference, please maintain silence and switch your cell phone off or to silent mode while the meeting proceeds.
With respect to other participants, please do not answer or dial your phone during the meeting.
5. Simultaneous interpretation services is available in Chinese and English.
You may request for an interpretation receiver at the reception by completing the necessary procedure.
Please make sure to return them every day before leaving the venue.
6. Please feel free approach IFLA conference staff on site (who will be wearing LAF uniforms and ID badges) if you have any questions at any time during the conference.
We will do our best to assist you.

• Rules for Speakers

Please well manage your time and finish your speech within the time limits set as follows:

1. **[Keynote Speech] & [Host Country Report]**
The moderator is given 3~5 minutes whereas the speaker is given 35 minutes to present.
2. **[National Report]**
The moderator is given 3~5 minutes whereas each country delegate is given 8~10 minutes to present.
3. **[Panel Discussion 1 to 3]**
The moderator is given 3~5 minutes whereas each speaker is given 10~12 minutes to speak, followed by each discussant's comments and/or sharing for 5~8 minutes.
4. **[Panel Discussion 4A, 4B, 5A & 5B]**
The moderator is given 3~5 minutes whereas each speaker is given 8~10 minutes to speak, followed by each discussant's comments and/or sharing for 5~8 minutes.
The electronic time player on lectern will countdown time as the person speaks. Please finish your speech as soon as possible when your time runs out.

• Rules for Q & A

There might be some time left for all participants to raise questions. Those who wish to speak must raise their hand, obtain the moderator's consent, and state their names, occupation and place of employment. Questions are limited to two minutes per person.