



## CONFERENCE RULES & IMPORTANT NOTES

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

### RULES FOR ALL PARTICIPANTS

- Smoking is strictly prohibited anywhere inside the conference venue.
- Do not bring beverages into the conference venue.
- Please arrive punctually and wear your ID badge at all times during the conference and meal times.
- The conference will be entirely recorded in audio and video. To ensure the quality of this conference, please maintain silence and switch your mobile phone off or to silent mode while the meeting is in progress. Out of respect for other participants, please do not answer or dial your phone during the meeting.
- Simultaneous interpretation services are available in both English and Chinese. You may request an interpretation receiver at the reception by completing the necessary procedure. Please make sure to return them daily before leaving the venue.
- Please feel free to 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 make good use of the speaking time indicated by the session moderators and complete your speech within the allotted time. The conference's preliminary recommendations for speaking time are as follows:

1. **[Keynote Speech]**  
The moderator is given 3~5 minutes whereas the speaker is given 35~40 minutes to present.
2. **[National Report]**  
The moderator is given 20~30 minutes to chair and give a global summary report whereas each country delegate is given 15~20 minutes to present.
3. **[Panel Discussion]**  
The moderator is given 3~5 minutes whereas each speaker is given 12~15 minutes to speak, followed by each discussant's comments and/or sharing for 5~10 minutes. (Actual speaking time may vary depending on the number of presenters and discussants in each session.)

The electronic time player near the podium will display the remaining speaking time. Please conclude your speech promptly when your allotted time is exhausted.

### RULES FOR Q & A

In the sessions of national reports and panel discussions, there may be some time left for all participants to raise questions under the guidance of the moderators. If you would like to ask a question or share, please raise your hand to seek the moderator's permission and then begin by stating your name and organization. Each speaker is limited to one minute of speaking time.