EXPOSIBRAM2026
Mineração do Brasil | Expo & Congresso
Brazilian Mining | *Expo & Congress*

Guidelines to support moderator for panel

Before panel starts

- **Please arrive at the speaker room at least 20 minutes before the panel start time so you can meet with your peers.**
- In case of any issue, you will be informed by the operational coordinators and/or the coordinator of IBRAM.
- The moderators and speakers will be led together to the stage/auditorium 10 minutes before the panel starts. In and out of stage will be through backstage. Each participant must position themselves in the place corresponding to their photo, which will be projected on the background screen. The moderators will open the session and start the activities. The stage receptionist and operational coordinators will signal the moment when everything is ready for the moderator to start the panel.
- The moderator will receive a tablet with Sli.do (tool for Q&A from audience), already open at the page and set for respective auditorium (stage).
- The moderator will select the questions from the audience at Sli.do and pose the selected ones to the speakers.
- The tutorial for using Sli.do (attached) is quite simple. In addition, the team of receptionists, in the speaker room, will be available to guide the moderators and demonstrate the operation of the platform on a support tablet, if necessary.
- We present below the main points that should be addressed in your speech. Feel free to adapt the text to your presentation style. The most important thing is to ensure that all information is conveyed to the public.

Starting the panel

- Make a initial greeting
- Good morning, good afternoon, I am (NAME, POSITION, ORGANIZATION), the moderator of this panel (PANEL NAME).
- Enter the duration of the panel in minutes (check the schedule).
- The duration of this panel is (__) minutes.

Explain the dynamics for the panel:

- Inform participants that they must send their questions through the QR Code that will be projected on the stage backdrop screen, identifying themselves with name and company.
- **Instruct the audience not to clap at the end of the panel so as not to cause noise to other listeners on all other stages.**

Example: As we are in a silent stage environment, we appreciate that you do not clap at the end of the session, so as not to interfere with the activities of the other stages. If you wish to manifest yourself, we invite you to wave your hands as an applause.

Panellists presentation

- Introduce the other participants of the panel. The presentation of the panellists can be made at the beginning of the session or as each one receives the floor, according to the preference of the moderators and the dynamics/combination chosen to conduct the panel. Please do not read the participants' minibio in full, as this reading consumes significant panel time. Make only a brief and objective presentation, highlighting the main information of each participant.

Example: I now introduce the panellists. I will not read the participants' resumés. This information is on the event's website and APP. We have the participation of: xxxxxxx he/she is the (position) of the (company/organization) + something you consider relevant to contextualize (optional).

Order of speech/questions

The order in which the panellists will speak follow what was previously aligned in the group and validated for the Secretariat through the panel's script.

After the sequence is validated, we ask that it not be altered. This order will also be used by the projection team to synchronize the display of slides, videos and other audiovisual content that may be part of the presentations.

Panel control of time

- **There will be a comfort screen in the stage, displaying the backdrop screen and a timer, indicating the total remaining time of the panel.**
- The moderator is in charge of managing the speaking time of each panellist so to comply with the total time of the session.
- Respecting the allotted time is essential for the smooth running of the congress program and for avoiding delays in the next activities.
- Please reinforce also the importance of punctuality, informing that compliance with the schedule is essential for the proper functioning of the silent stage and for the movement of the public between the different stages to occur in an organized and simultaneous way.

Endo of the panel

- **Thank all those present for their presence and participation.**
- After the end of session, the panellists and the moderator must remain on stage to take the official photo. Then, the exit must be made through the back of the stage, using the passages located on the sides of the screen, in order to free up the space for the entrance of the next panel and ensure compliance with the schedule.
- **Leave tablet, headset and mics on the chair or side table when leaving the stage.**
- If you wish to take additional photos or talk to participants after the panel, use the outdoor corridor or the speaker room, avoiding remaining on the stage or its surroundings so as not to interfere with the preparation of the next session.
- Don't forget to pick up your speaker gift kit at the speaker's room or belongings left at the cloakroom after your panel.

We wish you all an excellent **Exposibram 2026** experience!