Moderators' Guide

The Asia Pacific Futures Network Virtual Conference 2020 Organizing Committee thanks you for your willingness and generosity to share your time and knowledge to our participants. You are part of a great lineup of speakers, facilitators, moderators, and provocateurs who will share ideas, images, and insights about the futures of Asia Pacific in 2050 and beyond.

First, an overview of the conference. This is the structure of the program for three days. See the sessions below, and find details at the conference website here. Note that all times indicated are Philippine Time. Check this time converter to see your local time.

Time	Day 1 https://apfn-hiraya.com/day-1/	Day 2 https://apfn-hiraya.com/day-2/	Day 3 https://apfn-hiraya.com/day-3/
12:30 NN-8:30 PM	Gather Futures Plaza	Gather Futures Plaza	Gather Futures Plaza
9:00 – 10:50 AM	Opening Plenary: *Regenerating Asia 2050*	Plenary 3: *Public Health in a Post-Pandemic World*	Plenary 5: *Technology Foresight*
10:50 -11:00	Health Break		
11:00- 12:30 NN	Zoom into the Futures: Six simultaneous sessions	Zoom into the Futures: Six simultaneous sessions	Zoom into the Futures: Six simultaneous sessions
	Zoom into the Futures 1 *Democratizing the Future*	Zoom into the Futures 7: *Nature Futures*	Zoom into the Futures 14: *Scenario Visioning and Strategy Development in Science and Technology*

	Zoom into the Futures 2 *Policy Foresight 1*	Zoom into the Futures 8: *Conspiratorial Thinking and Alternative Futures*	Zoom into the Futures 15: *Policy Foresight 2*
	Zoom into the Futures 3 *Book Launching*	Zoom into the Futures 9: *Next Generation Perspectives on Futures of Asia*	Zoom into the Futures 16: *Arts and Culture Futures*
	Zoom into the Futures 4 *The Futures of Basic Education*	Zoom into the Futures 10: *Futures of Higher Education*	Zoom into the Futures 17: *Youth Futures*
	Zoom into the Futures 5 *City Futures and Urban Regeneration*	Zoom into the Futures 11: *Democratizing Futures*	Zoom into the Futures 18: *Scenarios in Economy, Democracy, and Innovation*
	Zoom into the Futures 6 *Health Futures*	Zoom into the Futures 12: *Seeking Inclusivity through Postnormal Times in Asia and Beyond*	Zoom into the Futures 19: *Policy Foresight 3*
12:30-1:30 PM	Health Break		
1:30 -2:50 PM	Fireside Chat 1 *Innovations in Policy Foresight*	Fireside Chat 2: *Economy and Productivity 2050*	Fireside Chat 3: *The Futures of Arts, Culture, and Design*
2:50- 3:00 PM	Health Break		
3:00 – 4:30 PM	Simultaneous Sessions	Simultaneous sessions	Simultaneous sessions
	Provocations 1: *Strategy and Consciousness*	Provocations 2: *Familiar and New Normal*	Provocations 3: *Spiritual Futures*
	Special Session 1: *Why Foresight Matters for Policy Makers*	Open Space 2: *How to Create an Open Space for Collaboration in the Digital Age Amongst Futurists, Foresight Practitioners and those starting out in Futures Thinking*	Provocations 4: *Prevision, Annihilation, and Synthesis*
	Workshop 1: Tools and Methods *Co-creating in Uncertainty*	Workshop 3: *Goodbye Zoom fatigue - How to facilitate online futures workshops that will capture and hold anyone's attention and imagination?*	Workshop 5: *Introducing Appreciative Inquiry: Capturing Learning from the Future for Large Group Change*

	Workshop 2: Game *Dreams and Disruptions*	Workshop 4:" *Resilient and Antifragile Asian Futures in Emergency Disaster Management*	Workshop 6: *Participatory Futures*
4:30 – 4:40 PM	Health Break		
4:40 – 5:50 PM	Plenary 2: *Moving Towards Transnormal Futures*	Special Session 2: *Corporate Foresight: A Force for Good?*	Special Session 3: *The Future is Female!*
5:50 - 6:00 PM	Health Break		
6:00 – 7:00 PM	Open Space 1: *Sharing Knowledge to Regenerate Asia Together*	Plenary 4: *State of the Future 2050: Panel Discussion with Millennium Project Chairs*	Closing Plenary: *Regenerating Asia 2050*
7:00 – 8:30 PM	Gather Futures Plaza	Gather Futures Plaza	Gather Futures Plaza

Who this guide is for
This guide for you, whether you are a Plenary Chair in the plenary sessions or moderator in the Zoom into the Futures, Fireside Chat, or Special Session.

Gather Futures Plaza
As you might have noticed, the first item in the program is not the first activity of the day. It is in the networking site Gather where speakers and participants can interact. We will post the gather link in the final Miro board where everyone can access all sessions. It's open for eight-hours a day, and we have timed it so that it starts at the second half of the program, and ends well after the last session of the day. We will be sending out information about this soon. Our colleagues at the APF are helping us set this up.

Sessions
There are four standard sessions in the conference:
▪ Main Plenaries, 1 hour and 50 minutes
▪ Zoom into the Futures, 1 hour and 30 minutes
▪ Fireside Chat, 1 hour and 20 minutes
▪ Workshops and Provocations, 1 hour and 30 minutes
  o Provocations
  o Workshops
  o Special Sessions (2 and 3 are 1 hour and 10 minutes long)
▪ Open Spaces, 50 minutes and 1 hour and 30 minutes

Depending on the number of speakers in your session, speakers will have 15 to 20 minutes to present. For speakers that have co-presenters, you can give them 20 minutes to present together. As moderator, you can budget the time based on the time allotted and number of speakers. Please find your session in the program let us know if you have any questions.

Health Breaks
We have placed Health Breaks after every session so everyone can stretch a bit and grab a cup of tea. We have four 10-minute breaks and one full hour break. This is also to give the upcoming session host and moderators to be in the Zoom Room a few minutes early so that the host could prepare the session. Many participants will use the Health Breaks to visit the Gather Futures Plaza.

Zoom Host
There will be a host in every Zoom Room. They are assigned to make sure the technical aspects of the session are addressed. The host will be in the room 10 minutes before the session, and will make the speakers, presenters, and facilitators, and moderators as Zoom co-host. This is to ensure that the session goes on in case the Zoom Host encounters an internet problem.

Your role as Plenary Chair or Moderator
Within the week of Nov. 9 to 14, we will provide the presentation brief and email of the speakers in your session. You can reach out to them directly. When you email them, please use the title: *From your APFN Moderator.* We have indicated this in the Speakers Guide, so they are on the lookout for an email from you. Should you receive a query for which you don't have information, please reach out to us. You might decide to rearrange the order of speakers in your session. If you do this, inform us so we can revise the program accordingly.

We will conduct a Moderators' Briefing on November 17, 6:00 pm Philippine Time. We will send a calendar invite with Zoom link for that activity soon.

To be recognized as moderator, he/she must set his/her name following this format: Name (Moderator) (e.g. Juan Cruz (Moderator).

Here is a proposed session flow:

Opening statement of the moderator	1 minute	Moderator to briefly introduce himself/herself and explain the mechanics/flow of the session, particularly the time allotted per presenter.
Brief introduction of the presenter	1 minute per presenter/ group of presenters	Mention only the highlights of the presenter's bio-sketch. This will be provided to you within this week.

Presentations	_____ minutes per presenter/ group of presenters	Monitor time. Request the presenter to wrap up at the last 2 minutes mark.
Open Forum	_____ minutes	Moderator may entertain questions from the virtual floor by allowing members of the audience to personally raise their questions to the presenter. Moderator shall also read questions and comments posted on the chatbox.
E-certificates of appreciation to the presenter	1 minute per presenter/ group of presenters	Thank the presenters and inform them that they will receive the e-certificate after the conference.
Closing statement of the moderator and Picture taking	1 minute	Briefly close the session. Thank everyone for attending. Request the audience to turn on their camera for a group photo to be taken by the Zoom Host.

Miro

We will provide a Miro Guide and Miro practice link to allow everyone to try the different features of the Web App. We are arranging for an APFN Virtual Sandbox Party on November 16, Monday, at 6pm, Philippine Time. It will give people a chance to play with the Miro features to prepare them for the conference.

In the actual conference, each session will have its own frame within the same Miro cosmos. Some sessions, such as workshops will be using their Miro frame for the activities. However, some would not. You may want to encourage participants to share their thoughts in the appropriate session frame.

Hiraya Star Map

During the APFN Virtual Sandbox Party, we will fill out the Hiraya Star Map. *Hiraya* is an ancient Filipino word that means the fruit of one's visions and aspirations. In the Hiraya Star Map, you can put your name and contact details (or LinkedIn URL!). If you cannot attend the Virtual Sandbox Party, feel free to do it on your free time so that people could click on it and add or follow you. All speakers, presenters, and facilitators, moderators and even participants are encouraged share their contact details in the Hiraya Star Map.

Preparing for your session

Here are some tips to help make moderating your session a breeze:

- Choose a spot where there is unlikely any disturbance.
- Upload the Zoom background and check. Use a green screen or cloth if the background does not clearly project.
- Check your audio. Better to use a headphone if possible.
- Close other apps on your laptop to not interfere with the internet connection.
- Be in the Zoom Room at least 10 minutes before your time.
- Remind the Zoom host to make you co-host of the session.
- Look at this Zoom Guide if you are not familiar with the functions of Zoom.

Conference Recording
All sessions will be recorded by the Zoom Host. If you have concerns about recording, kindly inform us right away.

You can download this
In case you misplace this document and would like to revisit it, we will make it downloadable in the conference website, on top of the Speakers Page (if it's not yet there when you check, if will be there soon).

We are here to support you
Contact us at apfn@philfutures.net
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