

**AFRICA
TECH
FESTIVAL**

MODERATOR AND CHAIR BRIEFING PACK

Information on your role at
Africa Tech Festival



CHAIR: YOUR ROLE

- Introduce the day and track
- Thank the speakers on the track
- Thank the sponsors
- Remind audience to:
 - ❖ Explore the platform
 - ❖ Drop their questions into the chat box for the Q&A portion at the end of the sessions
 - ❖ To bookmark the sessions they would like to attend
 - ❖ there is a Help Desk should anyone have any issues
 - ❖ Take advantage of the AI powered networking to connect and schedule meetings with attendees
 - ❖ Join the conversation with the hashtag #AFRICATECHFEST

MODERATOR: YOUR ROLE

- Introduce the session and the speakers
- Moderate the flow of the session
- Help to facilitate the flow of the Q&A session at the end of the session (if applicable). There are various styles of Q&A taking place across Zoom, Whereby and in a live studio. Please look out for more information on this from your speaker liaison manager – see speaker logistics manual [here](#) for more info:

TECHNICAL REQUIREMENTS

- Make sure the camera is 16x9 (landscape)
- Do not have a bright light behind the presenter
- Mount the camera to ensure a steady video
- Ensure you are positioned in a soft room with no background noise and limited objects
- Be as close to the microphone as possible
- Leave some silence at the beginning and end of the recording for editing and transitions
- If you have access to an ethernet cable for a stronger connection, please ensure you use this
- Please disconnect from any VPNs you may be using or shut down other programmes you have open prior to connecting for a more stable connection