



Asia Pacific Trade Facilitation Forum (APTFF) 2017
Trade Facilitation Innovations for Sustainable Development in Asia and the Pacific
5-6 September 2017, Yogyakarta, Indonesia

GUIDELINES FOR PRESENTERS / SPEAKERS

PowerPoint slides, presentation notes and other relevant documents should be sent to the Secretariat by email no later than 17 August 2017 (Ms. Lalita Siriboon, aptff@un.org, with copy to agyeben@un.org). Should you wish to receive suggestions on your presentations and statements before finalizing, please contact Maame Agyeben (agyeben@un.org) and send draft by email before 10 August 2017.

Opening Statements / Welcome Remarks (5 September)

These statements and remarks should be about 7 minutes in length (not exceeding 10 minutes).

Panelists in High-Level Session (5 September)

- This high-level panel session on “*Rethinking Trade Facilitation for Sustainable Development in the Asia-Pacific Region*” will include 5 panelists and a moderator. The format will be a “Davos style” panel, with each panelist answering targeted questions by the moderator, followed by discussion in the panel and with the audience. The detailed scenario and guidelines of this panel will be sent separately by 7 August 2017. Should you require the scenario before 7 August 2017, please contact the secretariat aptff@un.org and agyeben@un.org.

Speakers in other Plenary Sessions – general guidelines (5-6 September)

(1) Session 1 – 5

- Each session will feature 2 speakers and 3/4 panelists. The speakers will have short PowerPoint presentations and the panelists will make interventions without the use of the PowerPoint slides.
- Presentations of the speakers should be no longer than 15 minutes, unless advised otherwise.
- All speakers are requested to use PowerPoint slides. However, the number of slides may not exceed 15 slides (all included) to ensure that enough time is kept for questions and discussion.
- Panelists will be invited to give interventions no longer than 8 minutes answering targeted questions provided by the moderator. The panelists will be notified in advance of the interventions required.
- Following all interventions the moderator will open the floor for a Q&A session.
- Speakers and panelists are also welcome to prepare a written note providing additional details that cannot be presented because of time constraints. Such note may be circulated to meeting participants and published on the Forum website.
- Substantive content should be geared to the audience and the purpose of the meeting.

(2) Session 6

- This session will feature presentations the 3 selected case studies from the APTFF Trade Facilitation Innovation Awards. Each presentation should last no longer than 15 minutes.

