

**TDLc Videoconferencing Seminar**  
*Working in Front of the Camera:  
 How to Moderate and Present in Formal  
 Videoconference*

## ***Running Order***

November 16, 2006

Time	Time Allocation	Event	
System Adjustment of VC Registration			
14:00	5	Opening and Orientation	Saito
14:05	30	"How to Moderate and Present in Formal Videoconference" Part 1	Drew Stewart
14:35	15	Q&A and Discussion	Drew Stewart and Saito
14:50	30	"How to Moderate and Present in Formal Videoconference" Part 2	Drew Stewart
15:20	15	Q&A and Discussion by Drew Stewart and Saito	Drew Stewart and Saito
15:35	15	Exercise of presentation and facilitation by all participants	Participants in TDLc
15:50	15	Playback of tape and feedback	Drew Stewart
16:05	15	Exercise of presentation and facilitation by all participants	Participants in JICA-Osaka
16:20	15	Playback of tape and feedback	Drew Stewart
16:35	10	Exercise of presentation and facilitation by all participants	Participants in JICA-HQ
16:45	10	Playback of tape and feedback	Drew Stewart
16:55	5	Closing	Saito
17:00		End of the Session	