



Suggested Guidelines for WEFMAX Timekeepers

1. Have specific time reminders that include:
 - 10 minutes (The 10 minute one would be the initial awareness of time)
 - 5 minutes (The 5 minute one is the warning)
 - 1 minute (The 1 minute would be “wrap up now”)
2. If possible, use placards that have been developed (Provided by WEF) with a very large dark font and try to have the placards about the size of a regular sheet of paper.
3. Keep the speakers on task in terms of the specific time limits
4. Seat yourself in a place that will allow you to hold up time placards, yet not in a position that you take away from the speaker and audience’s momentum. The back of the room is great for this.
5. If you plan on participating in the conversation, try to ask your questions early so you can still maintain the time.
6. Make sure you have a good watch or cell phone for timing purposes.

COMMENTS, QUESTIONS AND SUGGESTIONS

- Facilitator must let all presenters know of the importance of staying on time at the very beginning of the WEFMAX session and all participants respected the time constraints.
- Keep close attention on the time to ensure the presentation stays on schedule
- Ask someone to watch the time with you so you can also participate in the discussions.
- Hold up the time based on how long the presentation is taking. Use a little judgment if one presentation is longer and another is shorter. If presentations are ahead of schedule be flexible in the time limitations
- Caution the presenters to begin their wrap-up with the 5 minute warning. 5 minutes is too short to catch up with additional presentation information.