

Nepal Administrative Staff College

6th South Asian Conference on Public Policy and Governance

“Resilience and Renewal: Reenvisioning Governance through Youth Engagement, Digital Transformation, and Cultural Narratives in South Asia

9–10 April 2026 (26 – 27 Chaitra 2082)

Conference Guidelines

General Conduct

- Participants are encouraged to maintain professional decorum
- Discussions should be respectful, focused, and constructive
- Presentation: 8 minutes per presenter
- Discussion/Q&A: 2 minutes per presenter
- Time signals will be provided to ensure adherence
- All participants are requested to respect time limits to maintain the overall schedule
- Mobile devices should be kept on silent mode during sessions

Role of the Session Chair

- Reviewing the assigned papers in advance
- Facilitate the session proceedings by initiating and closing the session
- Briefly introduce the session theme and presenters
- Ensure strict adherence to time allocations for each presentation
 - At 6 minutes – to signal nearing conclusion
 - At 8 minutes – to indicate closure
- Moderate the discussion, encouraging constructive and focused engagement
- Ensure presenters respond concisely and directly to questions within the allotted time.
- Provide floor to the discussant after presentations conclude
- Synthesize key points emerging from the presentations and discussions at the end of the session
- Maintain an environment of respectful and meaningful academic exchange
- Hand-over certificates to presenters along with the discussant.

Role of the Discussant

- Reviewing the assigned papers in advance
- Highlight key contributions, cross-cutting themes, and gaps
- Offer analytical insights and constructive feedback
- Highlighting the relevance and implications of the work for policy, practice, or further research
- Managing comments within the allocated time
- Hand-over certificates to presenters along with the discussant.

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Role of Presenter

- Ensure ppt. of the presentation is received and is ready for technical sessions
- Adhere to the allocated 8 minutes for presentation
- Focus on key messages, findings, and implications
- Use clear and concise presentation materials (5–8 slides recommended)
- Engage with questions briefly and clearly during discussion

Role of Rapporteur

- Capture key points from presentations and discussions
- Note emerging themes, insights, and recommendations
- Prepare a brief session summary/report
- Coordinate, if required, with the Session Chair for validation of key points

Role of Session Hosts

- Support during presentation of slides if required
- Seating Strategy: watch the entrance for VIPs or latecomers.
- If someone is standing in the back, point out a specific empty chair.
- Photo for social media
- photo of the speaker with the audience in the background.
- Provide pictures to IT team of NASC
- Tag the photos with #NASC #conference #6thconference #southasia

Role of Moderator

- Ensure the presentation slides are ready in laptop before the technical session begins
- Introduce the session chair and discussant and hand over the session to the session chair
- Managing the overall activities of the session
- Supervise the tasks by the session host and rapporteur
- Support the session chair and discussant in handing over the certificates to the presenters
- Present the token of love to the session chair and discussant on behalf of NASC