

<b>Name</b>	<b>Knowledge fairs and exhibition</b>
<b>Methodology</b>	<p>Before the Event:</p> <ul style="list-style-type: none"> <li>• Set a specific theme and select speakers and the presenter for the main session</li> <li>• Provide a disposition map in the venue for presenters of different exhibitions</li> <li>• Set the agenda and, if present, the subsession</li> <li>• Prepare all the logistical material needed</li> </ul> <p>During the Event:</p> <ul style="list-style-type: none"> <li>• Provide timely and concise logistical information to participants, speakers and staff</li> <li>• Provide logistical support to speakers and to the presenter</li> <li>• Be prepared in case of technical problems</li> </ul>