ADB ECONOMISTS' FORUM MODERATORS PACK

18-20 January 2022
Manila, Philippines

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Economists' Forum
Overview

Manila time (GMT+8)

View the detailed agenda at:
https://adb.eventsair.com/2023-economists-forum/economists-forum

DAY 1: January 18, Wed

9:00 - 10:30 am

Economists' Forum 2023 Opening Session

10:45 am -12:45 pm

Special Session I—Mini-Retreat: How Can ADB Economists Thrive in the New Organizational Structure?

1:00 - 5:30 pm

Regional Departments' Economists' Workshops

DAY 2: January 19, Thurs

Session 1 | 8:30 - 10:30 am

Session 1A: Urgent Issues in Agriculture in Asia	Session 1B: Trade and Regional Cooperation	Session 1C: Macroeconomy and Financial Stability	Session 1D: Education and Youth Unemployment in Bhutan

Session 2 | 10:45 am - 12:15 pm

Session 2A: Transition to Net Zero in Asia (Sub-session 1)	Session 2B: Future of Work	Session 2C: Renewable Energy and Green Financing [ADBI Special Session]	Session 2D: Digital Economy and Finance

Learning Lunch | 12:30 - 1:30 pm

Special Session II—Poster Presentations

Session 3 | 1:45 - 3:15 pm

Session 3A: Infrastructure Impact	Session 3B: Migration and Remittances	Session 3C: Big Data Analysis	Session 3D (SERD Session): Managing Food Security in Selected Economies

Joint ERCD-SERD Learning Event | 3:30 - 5:00 pm

Economists Forum Happy Hour | 5:00 - 6:30 pm

DAY 3: January 20, Fri

Session 4 | 8:30 - 10:30 am

Session 4A: Poverty and Inequality	Session 4B: Nudges and Preferences	Session 4C: Health Capacity to Work among Older Persons in Developing Asia	Session 4D: COVID-19: Learning Loss and Mortality

Session 5 | 10:45 am - 12:15 pm

Session 5A: Transition to Net Zero in Asia (Sub-session 2)	Session 5B: Family business during the COVID-19 pandemic in Asia:	Session 5C: Digital Technologies, Tech-start up and Venture Capital

Learning Lunch | 12:30 - 1:30 pm

Special Session III—Publishing in ADB Economics Working Paper Series and the Asian Development Review

Session 6 | 1:45 - 3:15 pm

Session 6A: Infrastructure Investment and Project Performance	Session 6B: Climate Change Impact and Adaptation	Session 6C: Nutrition and Food Consumption	Session 6D: Joint SDIU and FCI Hands-on session on Key Indicators and FCI databases

Closing Event: Asian Impact Webinar | 4:00 - 5:00 pm

SUMMARY OF DEADLINES

Jan 9	Presentation materials submission
Jan 13	Final agenda changes
	Discussant assignments
Jan 16	Zoom polls and mentimeter questions (optional)

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Economists' Forum
Materials

Material	Description	Link
Agenda Sheet	You will find the agenda flow per session on this sheet. If you have any changes you'd like to make on the sheet, kindly inform the organizers. This will be further discussed during the Moderator Meetings.	Click here
Powerpoint presentations and pre-recordings	You can find all of the submitted powerpoints and pre-recordings here. We will also be sending you separate emails containing this.	Click here
Bio notes	You can find all of the submitted bio notes here. Kindly look for your session's folder.	Click here
Whatsapp Chat	Session Whatsapp group chats will be created for back-up time prompts and concerns. We will be asking for your Whatsapp contact number and country code to add you to the chat before your session. Should you prefer receiving time notices through Zoom, kindly let us know.	eara@tandemic.com

Session Structure

If you wish to change your session agenda, please inform **Eara** about your finalised agenda **latest by Jan 13**.

The recommended format is
15-20 min presentation + **followed by 10-15 min discussion and Q&A per presentation**

(timing depends on number of presentations you have and time allocated to your session)

Flow of each session
1. Emcee opens and hands over to moderator.
2. Moderator briefly introduces themselves, the presenters, and session format (timing, Q&A).
3. Presenters will either present in-person or online, followed by discussion/Q&A.
4. Closing reflections by moderator.
5. Session closing by Emcee.

SAMPLE RUNSHEETS

Session with 4 papers (2 hrs)

Time	Duration	Description
9:00 AM	0:05	Opening - Welcome everyone - Ground rules - Intro moderator
9:05 AM	0:05	Introduction
9:10 AM	0:15	Presentation 1
9:25 AM	0:10	Discussion / responses
9:35 AM	0:15	Presentation 2
9:50 AM	0:10	Discussion / responses
10:00 AM	0:15	Presentation 3
10:15 AM	0:10	Discussion / responses
10:25 AM	0:15	Presentation 4
10:40 AM	0:10	Discussion / responses
10:50 AM	0:05	Wrap-up and closing
10:55 AM		END
	1:55	

Session with 3 papers (2 hrs)

Time	Duration	Description
12:45 AM	0:05	Opening - Welcome everyone - Ground rules - Intro moderator
12:50 AM	0:05	Introduction
12:55 AM	0:20	Presentation 1
1:15 AM	0:15	Discussion / responses
1:30 AM	0:20	Presentation 2
1:50 AM	0:15	Discussion / responses
2:05 AM	0:20	Presentation 3
2:25 AM	0:15	Discussion / responses
2:40 AM	0:05	Wrap-up and closing
2:45 AM	2:00	END

Session with 3 papers (1.5hrs)

Time	Duration	Description
12:45 AM	0:05	Opening - Welcome everyone - Ground rules - Intro moderator
12:50 AM	0:05	Introduction
12:55 AM	0:15	Presentation 1
1:10 AM	0:10	Discussion / responses
1:20 AM	0:15	Presentation 2
1:35 AM	0:10	Discussion / responses
1:45 AM	0:15	Presentation 3
2:00 AM	0:10	Discussion / responses
2:10 AM	0:05	Wrap-up and closing
2:15 AM	1:30	END

Pre-Session Meeting

This meeting serves to develop a common understanding of how the session will be run, what will be discussed, and the roles during the session.

Duration	Activity
0:20	**Forum overview and reminders**
0:15	**Q&A**
0:25	**Pre-session meeting** *online presenters will be asked to have a short tech check before the meeting*

Take note of your pre-session meeting schedule.
- **Session 1-3:** January 10, Tuesday 10:00am (GMT+8)
- **Session 4-6:** January 10, Tuesday 11:30am (GMT+8)

If most of your presenters are unavailable at this time, kindly coordinate with them to settle on a common schedule and let Eara (eara@tandemic.com) know.

Please meet with your presenters by the end of the week.

Pre-Session Meeting

There will be a 25-minute breakout dedicated for you and your session's presenters to discuss the group's preferred session structure and assign discussants
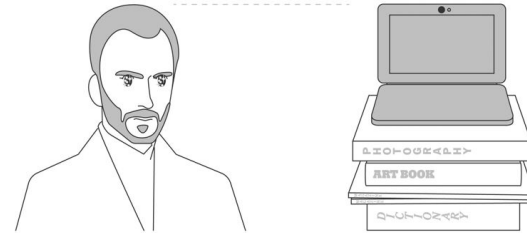
Points you might cover:
- Agenda / flow of the session, including who might be the discussants
- Briefly discuss the content of each presentation (this may inform the sequencing of the presentations, reduce overlaps, and help set the questions that might be discussed)
- If applicable: inform presenters what types of questions might be asked.

Check for Polls or other interactions. Would your presenters like to poll the audience through Zoom Polls or Mentimeter? If yes, send the details of multiple choice questions to Eara **by Jan 16 latest**

SETTING UP FOR YOUR SESSION (Online)

1. **Lighting**. Be sure that your face is well-lit for the session. Try sitting facing a window for natural lighting. Avoid having light sources behind you that may darken or obscure your face. Also avoid strong light sources from above or the side that might cast a shadow on your face.

2. **Webcam**. Bring your laptop webcam up to eye level so that you're not looking down on participants during the session. You can do this, for example, by placing your laptop on a stack of books.

3. **Headphones**. Keep headphones nearby and ready. These will be useful if you find that there is an echo, people have trouble hearing you, or there are other audio problems.

4. **Background**. If possible, have a plain or simple background behind you so viewers can focus on you rather than your surroundings.

5. **Internet**. If possible, have a backup internet connection ready in case you run into connectivity problems. For example, you might have your phone's hotspot ready to use during the session.

6. **Notifications.** Silence your e-mail, etc notifications on your laptop and phone to avoid distractions while you present.

Discussants

Role of discussants

- Read through available materials of assigned presenter
- Take **maximum of 5 minutes** to comment or raise questions to a presenter in the group
- Using a powerpoint presentation is not encouraged

Generic discussant assignments

- **Panel discussants**. The next presenter after you will serve as your paper's discussant. He or she may comment/raise questions to another presenter in the group, and open the floor for discussion;
- **Invited discussants**. In the event that some presenters would like to invite an external/in-person discussant, kindly let us know.

Kindly let Eara (eara@tandemic.com) know about your final discussant assignments by **January 13**.

Session Ground Rules

During the session

- Enter the **auditorium** or join the session **Zoom link 15 minutes** before the session.
- As the moderator, please encourage presenters to keep to the session time limit. Any time beyond the presentation slot is time taken away from another presenter. Encourage presenters to use their phone to time themselves so they can see how much time they have left.
- Participants will be able to ask questions in-person and through Zoom chat during the appropriate Q&A time.

After the Session

We will collect feedback from moderators.

- Take note of what went well and what could have gone differently on a post-forum survey by email.

*For any clarifications, please reach Eara through eara@tandemic.com anytime. Anything with regards to your session structure and content should be coordinated **at least two days prior to your session.***

Jan 19

Read about the moderators and presenters here:

https://adb.eventsair.com/2023-economists-forum/economists-forum

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Economists' Forum

Zoom Links

Manila time (GMT+8)

Session	Session Name	Onsite Venue	Link	Details
1	Session 1A: Urgent Issues in Agriculture in Asia	Auditorium 1	Click here	Meeting ID: 870 2650 5970 Passcode: ADBEF
	Session 1B: Trade and Regional Cooperation	Auditorium 2	Click here	Meeting ID: 862 5624 1040 Passcode: ADBEF
	Session 1C: Macroeconomy and Financial Stability	Auditorium 3	Click here	Meeting ID: 838 3581 7203 Passcode: ADBEF
	Session 1D: Education and Youth Unemployment in Bhutan	Auditorium 4	Click here	Meeting ID: 846 9089 0038 Passcode: ADBEF
2	Session 2A: Transition to Net Zero in Asia (Sub-session 1)	Auditorium 1	Click here	Meeting ID: 870 2650 5970 Passcode: ADBEF
	Session 2B: Future of Work	Auditorium 2	Click here	Meeting ID: 862 5624 1040 Passcode: ADBEF
	Session 2C: Renewable Energy and Green Financing [ADBI Special Session]	Auditorium 3	Click here	Meeting ID: 838 3581 7203 Passcode: ADBEF
	Session 2D: Digital Economy and Finance	Auditorium 4	Click here	Meeting ID: 846 9089 0038 Passcode: ADBEF

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Economists' Forum
Zoom Links

Manila time (GMT+8)

Session	Session Name	Onsite Venue	Link	Details
3	Session 3A: Infrastructure Impact	Auditorium 1	Click here	Meeting ID: 870 2650 5970 Passcode: ADBEF
	Session 3B: Migration and Remittances	Auditorium 2	Click here	Meeting ID: 862 5624 1040 Passcode: ADBEF
	Session 3C: Big Data Analysis	Auditorium 3	Click here	Meeting ID: 838 3581 7203 Passcode: ADBEF
	Session 3D: Managing Food Security in Selected Economies [Southeast Asia Regional Department's Special Session]	Auditorium 4	Click here	Meeting ID: 846 9089 0038 Passcode: ADBEF
4	Session 4A: Poverty and Inequality	Auditorium 1	Click here	Meeting ID: 870 2650 5970 Passcode: ADBEF
	Session 4B: Nudges and Preferences	Auditorium 2	Click here	Meeting ID: 862 5624 1040 Passcode: ADBEF
	Session 4C: Health Capacity to Work among Older Persons in Developing Asia	Auditorium 3	Click here	Meeting ID: 838 3581 7203 Passcode: ADBEF
	Session 4D: COVID-19: Learning Loss and Mortality	Auditorium 4	Click here	Meeting ID: 846 9089 0038 Passcode: ADBEF

Jan 20

Read about the moderators and presenters here:

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Economists' Forum
Zoom Links

Manila time (GMT+8)

Session	Session Name	Onsite Venue	Link	Details
5	Session 5A: Transition to Net Zero in Asia (Sub-session 2)	Auditorium 1	Click here	Meeting ID: 870 2650 5970 Passcode: ADBEF
	Session 5B: Resilience and Social Protection	Auditorium 2	Click here	Meeting ID: 862 5624 1040 Passcode: ADBEF
	Session 5C: Digital Technologies, Tech-start up and Venture Capital	Auditorium 3	Click here	Meeting ID: 838 3581 7203 Passcode: ADBEF
6	Session 6A: Infrastructure Investment and Project Performance	Auditorium 1	Click here	Meeting ID: 870 2650 5970 Passcode: ADBEF
	Session 6B: Climate Change Impact and Adaptation	Auditorium 2	Click here	Meeting ID: 862 5624 1040 Passcode: ADBEF
	Session 6C: Nutrition and Food Consumption	Auditorium 3	Click here	Meeting ID: 838 3581 7203 Passcode: ADBEF
	Session 6D: Joint SDIU and FCI Hands-on Session on Key Indicators and FCI databases	Auditorium 4	Click here	Meeting ID: 846 9089 0038 Passcode: ADBEF

See you there!

We are here to support you.
Email eara@tandemic.com and cc
mmahmud@adb.org for any questions.