TERMS OF REFERENCE
FOR MODERATOR WEBINAR

1. **Scope of Work**

   Moderator for this project is required to do the followings:

   i. To moderate the session in ensuring the programme's objective(s) is achieved;

   ii. To introduce speaker and make sure the speaker sticks to the time;

   iii. To welcome questions from audience and be a mediator between audience and speaker and at the same time to remind audience that there will be time at the end for additional questions;

   iv. To end the session with conclusion(s).

2. **Terms of Appointment**

   Date   : 30 April 2021 (Friday)

   Time   : 3.00 pm – 5.00 pm

3. **Terms of Payment**

   i. You will be paid **RM250.00 per hour**, which includes the preparatory tasks prior to webinar session, during the session and post-webinar session report, if any.

   ii. The payment includes data usage (internet connection) and other relevant costs incurred in completing the tasks assigned.