

## **TERMS OF REFERENCE**

### **1. RESPONSIBILITIES OF A SPEAKER**

- a. To prepare slide presentation for webinar session purpose.
- b. Provide speaker bio.
- c. Meet specified deadlines (e.g: rehearsals, speaker bio submission, session description and final presentation submission)
- d. Deliver presentation on scheduled date and time, including responding to questions in the Q&A session, and, if applicable, respond to participants' inquiries post call.

### **2. PAYMENT TERM**

The following table outlines the payment term per webinar session:

**Webinar Title : PLWS @ eSPO for SMEs**

**Date : 23 June 2021**

**Time : 10 am – 12 pm**

**Platform : Gotowebinar**

**Payment Term : RM 300/Hour**

**Total Payment : RM 600/2 Hours**