

## **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:

<b>Webinar Title</b>	<b>:</b>	<b>PLWS @ eSPO for SMEs</b>
<b>Date</b>	<b>:</b>	<b>23 June 2021</b>
<b>Time</b>	<b>:</b>	<b>10 am – 12 pm</b>
<b>Platform</b>	<b>:</b>	<b>Gotowebinar</b>
<b>Payment Term</b>	<b>:</b>	<b>RM 300/Hour</b>
<b>Total Payment</b>	<b>:</b>	<b>RM 600/2 Hours</b>