

EMCEE & MODERATOR WORKSHOP



25 MAY 2016 – 26 MAY 2016
CONNEXION @ NEXUS, BANGSAR SOUTH

REGISTER
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DISCOUNT

Facilitated by: SUHAIMI SULAIMAN (NEWS ICON)



Presented by:

intelectasia™

GOLD AWARD

MEA PUBLIC RELATIONS EXCELLENCE AWARDS 2013



Learn how to be an impressive Emcee and Moderator in this high powered two day workshop presented by Malaysia's top news personality-Suhaimi Sulaiman who has more than 20 years of experience being an emcee and moderator for many top events in the country and around the region.

The highly interactive workshop includes top tips for:

- ✓ Emcee Script Writing for Different Events
- ✓ Protocol and Salutations for Royalties , Ministers, Corporate Leaders and VIPs
- ✓ Voice, Intonation, Body Language, Stage Presence
- ✓ Mock sessions includes- Emceeing for Royal events, Press Conferences, Product Launch, MoU Signing Ceremony and more
- ✓ All exercises are recorded on camera with live feedback and review sessions

So if you are a communications specialist or anyone who wants to be an awesome Emcee and Moderator, you cannot miss this workshop! Seats are very limited!

TRAINING CONTENT - DAY 1

0900 - 0930

Emcee Self Audit and SWOT Analysis.

- Identify areas to focus & work on.
- Manage expectations.
- Understand the role of an emcee / moderator.

Exercise 1: "Self-Analysis" Presentation

0930 - 1000

Basic Scripting for different events/ceremonies

- The body of the script
- The flow.
- The salutation.
- The highlight.
- The punch.
- Inform-Educate-Entertain.

1000 - 1030

Protocol 1

- "Senarai Kekananan"
- "Susunan Keutamaan Persekutuan"

1030 - 1045
COFFEE BREAK

1045 - 1115

Protocol 2

- DYMM SPB YDP Agong
- DYMM Raja-Raja Melayu
- TYT Yang Di Pertua Negeri
- Members of the Royal Family.
- PM, DPM, Chief Ministers, Ketua Menteri & Ministers.
- Corporate Leaders

1115 - 1145

Exercise 2: Correct form of address

- Prepare a script with an introduction and salutatio (GOH - Agong, Malay Rulers, PM & Menteri Besar).
- Present the content of the script.

1145 - 1300

Exercise 3: Emceeing a product launch with the PM and wife as guests of honour. After the launch, the emcee will also moderate a 'serious' discussion.

- Scripting.
- Presenting.
- View performance.
- Feedback.

1300 - 1400
LUNCH

1400 - 1415

Stage Presence

- Aura
- Suave / Finesse

1415 - 1545

Exercise 4: Emceeing a Memorandum of Understanding Signing Ceremony The guest of honour is the Ministry of International Trade & Industry. Moderating a 'fun' discussion.

- Scripting.
- Presenting.
- View performance.
- Feedback

1545 - 1600
TEA BREAK

1600 - 1700

Continue with Exercise 4.

END OF DAY 1



TRAINING CONTENT - DAY 2

0900 - 0915

Emcee & dressing etiquette in Malaysia for different events.

0915 - 1030

Exercise 5: Emceeing a press conference on a new product.

- Starting the PC.
- The introduction.
- The “planted question”.
- Managing the journalist.

**1030 - 1045
COFFEE BREAK**

1045 - 1230

Exercise 6: Emceeing an award presentation in Perak. After the award ceremony, you will moderate a talk on the award.

- The Sultan, Raja Permaisuri, Raja Muda & Raja Di Hilir will be present.
- Scripting.
- Presenting.
- View performance.
- Feedback

1230 - 1300

Voice and Intonation

**1300 - 1400
LUNCH**

1400 - 1430

Experience Sharing: Suhaimi Sulaiman's 20 years of being an emcee

- Emcee's discipline.
- Pre-event preparations.
- Working with Event Organiser / floor manager.
- Clearing scripts & protocol.
- Script sharing (with team).
- You are a facilitator not a star.
- Great content.
- Politically correct.
- Energy sharing with audience.
- Stage Presence.

1430 - 1545

Exercise 6: Emceeing annual dinner & dance & awards. The guest of honour is the Sultan of Pahang and his entourage.

- Scripting.
- Presenting.
- View performance.
- Feedback

**1545 - 1600
TEA BREAK**

1600 - 1700

- Suave & Finesse
- Avoiding Pitfalls

END OF DAY 2

REGISTRATION FORM

COURSE TITLE : EMCEE & MODERATOR WORKSHOP
DATES / DAYS : 25 May 2016 - 26 May 2016
(Wednesday and Thursday)
TIME : 9.00 am - 5.00 pm
VENUE : Connexion @ Nexus,
Bangsar South City

FEE STRUCTURE PER PERSON

Fee Structure	Price (RM)
Two Days Workshop - 1 Pax	3500
More than three pax from the same organization- 15% Discount	3500 2975

Closing date for registration : **21 May 2016**
Early Bird (10%) : **Ends 20 April 2016**

TERMS & CONDITIONS :

- This workshop is HRDF Claimable
- Only one discount applies. Group discounts are not applicable to Early Bird discounts.
- Please contact us if you do not receive a Confirmation letter and Invoice via fax or mail one week before the event.
- Registrants who cancel less than 7 business days prior to the course date are subject to a service charge equals to 50% of the course fee.

PAYMENT METHOD :

- A. If payment by cheque, please make cheque payable to 'Newsroom Solutions Sdn. Bhd.'

Account Name : Newsroom Solutions Sdn. Bhd.

Account Number : 8007 389 334
Bank : CIMB Bank Berhad
Branch : The Curve, Damansara

- B. If payment is via interbank transfer, please fax the receipt to our office with the registration form.

HOW TO REGISTER ?

To make your registration process a breeze, you can choose any of the following methods:

A. ONLINE REGISTRATION

Simply log on to www.intelectasia.com , fill in your details and our training team will be in touch with you within three (3) working days.

B. HARDCOPY

Fill in your details below, fax it to us at +603 7726 9477.

ORGANIZATION : _____

ADDRESS : _____

CONTACT PERSON : _____

DESIGNATION : _____

PHONE : _____

FAX : _____

EMAIL : _____

PARTICIPANT(S) : _____
Name : _____
Designation : _____
Email : _____




PARTICIPANT(S) : _____
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Designation : _____
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If you are interested in our courses and wish to enquire additional information or have any questions , please contact us :

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