

## Guidelines for Candidate Question Time:

Candidate Question Time is a crucial event during election campaigns, providing an opportunity for candidates to address voters directly and respond to questions. All candidates are required to attend this event where students will be invited to and requested to attend this event. It provides an opportunity for candidates to make a short speech, take questions from students and debate relevant issues with fellow candidates. The event will be filmed and made available online to students so as many students as possible can hear what our fantastic candidates have to say. Attendance is mandatory for candidates, both full time and part time.

**When: Tuesday 27th February 5:30-7:30pm** (candidates to arrive at 5:00pm)

**Where: TMG-58, Red Zone, Holloway Campus**

Below are some pointers to help candidates navigate and make the most of Candidate Question Time:

- **Be Prepared:** Anticipate potential questions and prepare well-thought-out responses. Familiarize yourself with key issues and concerns relevant to the university community.
- **Know Your Audience:** Understand the demographics and interests of the student body. Tailor your responses to resonate with the concerns and priorities of the audience.
- **Stay Positive and Respectful:** Maintain a positive and respectful tone throughout the event. Avoid personal attacks or negative comments about other candidates.
- **Listen Attentively:** Actively listen to the questions asked by the audience. Take a moment to comprehend the question before responding.
- **Be Concise and Clear:** Keep your responses concise and to the point. Avoid rambling or going off-topic; clarity is key.
- **Highlight Your Strengths:** Use the opportunity to showcase your qualifications, experience, and unique perspectives. Connect your strengths to the specific needs and concerns of the university community.
- **Address the Issues:** Be prepared to address the most pressing issues facing the university. Provide concrete solutions and actionable plans to address identified problems.
- **Engage with the Audience:** Make eye contact with the audience to establish a connection. Encourage questions from the audience and be open to engaging in a dialogue.
- **Stay Calm under Pressure:** Expect challenging questions and be prepared to handle them calmly and confidently. If you don't know the answer, admit it, and offer to follow up with more information later.
- **Highlight Achievements:** Showcase any relevant achievements or projects you've been involved in. Demonstrate your ability to make a positive impact on campus life.
- **Express Gratitude:** Thank the audience for their questions and the opportunity to address them. Express gratitude for the chance to participate in the democratic process.