

Presenting on the day

We appreciate the huge amount of energy and effort that goes into making your presentation an inspiring experience. These notes help explain the set-up of the meeting room so you feel comfortable and can focus on your presentation delivery.

- Please be assured that the programme manager, together with a team of technicians will be in the meeting room to assist you at all times.
- It is essential you **arrive at the meeting room (by the stage) 15 minutes before the session starts** to receive your clip-on wireless mic AND so the session can start on time.
- **Seats have been reserved for you in the front row.** After the session, these seats will be refreshed for the next session – please be sure to take your personal items.
- Walk freely in front of the screens; **we provide a wireless mouse to advance your slides.**
- The sound technician will ensure that you are clearly heard; there is no need to adjust your mic, do not tap it or ask if everyone can hear you (they can!).
- From the stage you will see **2 monitors: one with a countdown timer** (check regularly) **and a second with your presentation** (current and next slide). There will be water on or near the lectern. A laser pointer can be provided if necessary.
- After each presentation speakers should leave the stage and return to their seats – except the last presenter(s) who will stay on **stage for discussion/Q&A.** Earlier presenters will be invited by the chairperson to join the discussion on stage.

Have you rehearsed? **Unfortunately, we cannot let your presentation run over time!**

AND REMEMBER...

- Reflect on your personal experiences; include failures as well as successes! Honesty is very highly rated by delegates.
- Refer to speakers that have already presented so the conference flows together.
- Speak at a relaxed pace, our international delegates will appreciate it.
- Adopt a natural presentation style; interactivity helps to make the conference as informal and friendly as possible. Reading directly from a script tends to alienate the audience.
- Concentrate on **key takeaways** for the audience. **What 3 things should they remember?**
- **FINALLY, HAVE FUN! 😊**