

Speaker Brief and Session Details

Name:

Event:

Date:

Presentation/break-out/workshop session details

Your presentation/break-out/workshop is titled **XXXXXXXXXXXXXX**.

You are the only speaker presenting during this particular session.

The session starts at **XXXXXX** and finishes at **XXXXX**. The timings allow for questions and answers with speakers and general audience discussion and exchange of ideas, observations, views etc.

You are required to speak for XXX minutes.

The session will have a chair (who will manage the questions and answers and audience discussion following your presentation.)

The session will not have a formal chair. You will require to decide how you wish to manage delegates' questions and audience discussion e.g. will questions and discussion happen during or at the end of the presentation.

Given the tight timings, in fairness to presenters of any sessions that may follow yours and to allow sufficient time for audience discussion please try not to overrun with your presentation.

The suggested brief for your contribution is set out overleaf. If you intend to amend the brief other than in fairly minor ways please contact XXXXXXXX on 0141 848 1500 to discuss your proposals in order to ensure that what is being proposed fits sufficiently with the pre-event promotional information.

If you wish more detail on the anticipated content of the presentation of any of the other speakers at the event to help you plan your own presentation, please do not hesitate to contact XXXXXX XXXXX who will supply you with the relevant information and speaker contact details.