

## **GUIDELINES FOR SPEAKERS**

The event:

- Will be conducted in English
- Is intended to be interactive

Speakers are asked to focus on key issues rather than giving extensive factual background. Speakers are asked not to give an extended academic lecture, but rather a brief well organised and provocative presentation in order to stimulate a lively discussion in the remainder of the session. In preparing for their sessions, speakers should note that participants are drawn from many countries and from different professional backgrounds. Participants can be assumed to have a good standard of English.

Speakers are asked to keep their presentations brief, and within the time allotted, in order to allow maximum time for plenary discussion in the session. Most sessions last one and a half hours and the aim is to allow about 45 minutes of participatory discussion. During the ensuing discussion the speaker panel will have opportunities to contribute further and to respond to any specific points raised.

Each speaker is asked to provide the consultation team, before the event, with the **title** of their presentation and a **short synopsis** (150 words maximum) for inclusion in conference documentation. Presentations will not be distributed at the conference, but posted on a secure area of the CARPHA website which can be accessed by conference participants. Speakers are asked to notify the Secretariat if they do not want their presentation to be made available on the secure area of the website.

Speakers, are requested to supply a short biography before the event (no longer than 250 words) for inclusion in conference documentation.

### **Conference room**

Participants and speakers will be seated in a u-shape, with additional seating around the edge of the room. Speakers usually present from the podium. All speakers, participants and observers are provided with name plates. There is sound equipment for amplification; the sessions will be recorded.

### **Presentation Facilities**

- Projection facilities for PowerPoint are available in the session hall.
- Speakers will not be permitted to use their own laptops for their presentations, as there will be insufficient time between papers to connect and disconnect individual computers: speakers must use the supplied computer hardware.
- All presentations should be provided to the Secretariat at least 48 hours prior to presentation.
- The lectern is equipped with a remote wireless slide advancer with integral laser pointer.
- A technician will be available in the session hall.
- Please identify yourself to the chair of your session at least 30 minutes prior to the start of your session.

### **Guidelines for PowerPoint Presentations**

- To clearly identify your presentation, please save it with your given & family name as part of the file name i.e. jane\_smith.ppt.; with any additional information required following EG: john\_smith\_session2.ppt
- Please ensure your first slide is a title slide stating - your name, presentation title and affiliation.
- Video files used in the presentation should be saved to the same storage media as the main .ppt file.
- Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. In general, it should not exceed 5-6 lines of bold print containing 6 - 7 words per line. If a larger amount of information needs to be presented, it should be split into several slides.
- Keep your material simple.
- Essential information and font should be large and bold. Font sizes of less than 24 may be difficult to read in most presentation situations.
- Use a good mix of colours, avoid bright colours on a white background
- Use single readable font throughout (e.g. Arial, Tahoma or Verdana)
- Slides are easier to read when there is a high contrast between the text and the background (e.g. white/yellow letters on a black/dark blue/dark green background).
- Line graphs and simple drawings are more effective than tables of figures. Avoid using graphs and figures that are difficult to read.
- Keep slide transitions simple and consistent.



## **CARPHA Consultation and Partners Forum on Chikungunya in the Caribbean: Meeting Today's Challenge and Preparing for the Future**

**March 3 – 5, 2015**

- **DO**
  - Enjoy your presentation
  - Stick to time. The chair will be instructed to stop speakers who go over their allotted time.
- **DO NOT**
  - Read your slides
  - Use too many gimmicks
  - Talk to the screen – face the audience
  - Use too many slides

### **Report**

A report will be distributed to all participants after the event, and made available on the CARPHA website.

Speakers are encouraged to bring along materials for display during the conference. Please give the Secretariat a minimum of 48 hours notice.



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#### **Guidelines for Chairpersons**

Session chairs may wish to make some brief remarks on the theme of the session before introducing the speakers and chairing the subsequent discussion. In order to ensure the maximum time for plenary discussion, the session chair's introductory remarks should not exceed 2-3 minutes. In particular, session chairs are asked to ensure that speakers keep to time and that there is ample opportunity for other conference participants to contribute to the discussion. Short biographies of all speakers will be included in the conference pack. The Secretariat will provide support throughout each session.

#### **Session Hall Set-up**

The session hall is equipped with a screen, a speaker's lectern with remote control and a tribunal table, which can accommodate chairpersons and speakers if required for panel discussions.

The Chairman's table is equipped with fixed microphones to enable chairpersons to coordinate introductions and proceedings without having to stand at the lectern.

A complement of AV technicians are provided within each session hall to operate the equipment provided and assist with other logistical arrangements.

Audience microphones are provided for plenary and question and answer sessions.

#### **Plenary and Question and Answer Session Procedures**

- Please outline question and answer procedures to the audience as part of your introductory remarks.
- The chairperson should take questions by identifying the order in which people who have indicated that they wish to speak can speak.
- Please ask the audience member to give their name, followed by their institution and country before asking their question.
- Audience members should be discouraged from asking questions without the aid of microphones, as the question may not be heard clearly in parts of the hall. If this does happen, then the chairperson should repeat the question to ensure that it has been clearly understood.

There will be an opportunity to discuss all procedures with the Secretariat prior to the start of each session.