



## Speaker Requirements and Confirmation Form

Email completed form to the Actuaries Institute by Friday 29 July 2016.

PRESENTER(S): \_\_\_\_\_

MOBILE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FLIGHT NO.: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_

### Requirements

1. Please email a photo and brief bio details to [elizabeth.gemmell@actuaries.asn.au](mailto:elizabeth.gemmell@actuaries.asn.au) (if you have not done so already).
2. For your session, you will be supplied with a laptop, screen, data projector and technical support. If you require any additional equipment, please enter details here (special equipment can only be supplied on request): \_\_\_\_\_
3.  **Tick this box** if you do not wish to have media representatives attend your session.
4. Please confirm the keywords for your presentation. \_\_\_\_\_

### Presenter Guidelines

These guidelines are aimed at ensuring that participants get the most out of your session.

#### Presentation Content

Seminars hosted by the Institute aim to share insights with the actuarial and general insurance communities. Presenters should avoid reference to specific services or software provided by an individual firm. If such references are unavoidable, presenters must provide a balanced opinion of the services/software. Blatant marketing material is unacceptable.

#### Publication Agreement

The Institute will publish the presentations and session audio recordings from the Seminar on the ERM 2016 website, and in other Institute publications. As we require authorisation to do this it is important that you complete the attached **Publication Agreement**.

#### Bio Requirements

Your bio will be used by the Facilitator to introduce you. It should be no more than 150 words long.

#### Presentations

A PowerPoint presentation template is provided in the presenter pack. All presenters will be required to use this template and all necessary audiovisual equipment will be provided onsite. Please use the recommended font sizes to ensure your slides can be seen at the back of the room.



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- ▶ No logos are to appear within the PowerPoint presentation.
- ▶ Please time your presentation before ERM2016, making sure that you allow sufficient time for discussion. Chairs will ensure speakers keep to the timeframe.
- ▶ We strongly encourage you to email your presentation through ahead of the event. This will avoid problems with equipment on the day.

### Key Deadlines

All submissions are to be sent to the Actuaries Institute as per the deadlines below.

| ITEM                                     | DEADLINE                 |
|--|--------------------------|
| Headshot & Bio Details (up to 150 words) | ASAP                     |
| Publication Agreement                    | Friday 29 July 2016      |
| Presenter Requirements Form              | Friday 29 July 2016      |
| PowerPoint Presentation                  | Friday 16 September 2016 |