



Concurrent Speaker Requirements and Confirmation Form

Email or fax completed form to the Actuaries Institute by Friday 17 February 2017.

Presenter(s):

Mobile No.: Email:

Flight No.: Arrival Date: Arrival Time:

Requirements

1. Please email brief bio details to events@actuaries.asn.au (if you have not already done so).
2. If you have a preferred Chair for your session, please email details to events@actuaries.asn.au.
3. 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 (special equipment can only be supplied on request):
4. Please be aware media are invited to attend the Summit and may be in attendance to your session.
5. Please confirm the keywords for your presentation:

Presenter Guidelines

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

Please ensure you advise the events team as soon as possible if you are no longer able to present as places for the program are in high demand.

We encourage you to create interest around your presentation by tweeting prior to the using the hash tag #ACTSUM2017.

Presentation Content

Summits hosted by the Institute aim to share insights with the actuarial and financial services 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 conference on the Actuaries Summit website, and in other Institute publications. As we require authorisation to do this it is important that you complete the attached **Publication Agreement**.

Page 1 of 2



Concurrent Speaker Requirements and Confirmation Form

Email or fax completed form to the Actuaries Institute by Friday 17 February 2017.

Bio Requirements

Your bio will be used by the Chair of your session 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.

- ▶ No logos are to appear within the paper or PowerPoint presentation.
- ▶ We encourage discussion and would request that you avoid reading your paper/presentation word-for-word. It is much more interesting for the audience if you present in a less formal manner.
- ▶ Please time your presentation before the Summit, making sure that you allow sufficient time for discussion. You should assign 30-35 minutes for your presentation with the remaining 15-20 minutes allocated to questions and discussion with delegates. Chairs will ensure speakers keep to the timeframe.
- ▶ We strongly encourage you to trial your presentation at a pre-arranged time in the Audio Visual Speakers Room. This will avoid problems with equipment during the sessions.

Key Deadlines

All submissions are to be sent to the Actuaries Institute as per the following deadlines:

ITEM	DEADLINE	FAX	EMAIL
Bio Details (up to 150 words)	17 February 2017	◆	◆
Publication Agreement	17 February 2017	◆	◆
Presenter Requirements Form	17 February 2017	◆	◆
Paper	21 April 2017		◆
PowerPoint Presentation	5 May 2017		◆

Shaded boxes indicate option not available
◆ Indicates preferred method of sending