



## Plenary 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](mailto:events@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. Media may be present at your session, please let us know via [events@actuaries.asn.au](mailto:events@actuaries.asn.au) if you have any concerns.
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.

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 Summit using the hash tag #ACTSUM2017

### 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 on the Summit 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 Chair of your session to introduce you. It should be no more than 150 words long.



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### 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.

- ▶ Limited logos are to appear within the paper or PowerPoint presentation.
- ▶ We encourage discussion and would request that you avoid reading your 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 Actuaries Summit, making sure that you allow sufficient time for discussion. 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 Desk. This will avoid problems with equipment during the sessions.

### Key Deadlines

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

ITEM	DEADLINE
Bio Details and Photo (up to 150 words)	ASAP
Publication Agreement	Friday 17 February 2017
Presenter Requirements Form	Friday 17 February 2017
Lodgement of Final PowerPoint Presentation	Friday 5 May 2017