

Speaker guidelines

Session Format

Each conference session is 30 minutes in total. Webinar sessions are 1 hour and Accelerators are 3 hours.

Here's an example structure for a conference session:

Structure your time

- **Introduction (2 minutes):** Hook your audience, briefly introduce yourself, and set the stage for your topic.
- **Core Content (18 minutes):** Dive into your key insights, practical tips, and case studies.
- **Q&A / Discussion (8 minutes):** Dedicate time at the end for audience questions and interaction.
- **Key Takeaways / Conclusion (2 minutes):** Summarise your main points and offer a clear call to action or next steps for your audience

Maximise engagement

- **Interactive Elements:** Incorporate polls or word clouds to spark real-time audience participation and gain immediate insights. Think about where these might best fit into your content.
- **Embrace the chat:** Encourage attendees to use the chat feature throughout your session. Your host or our engineers will help monitor and bring relevant questions to your attention for the Q&A.
- **Storytelling and examples:** Bring your content to life with real-world examples and compelling stories that resonate with the audience.
- **Visuals:** Use clear, concise slides that enhance your message, rather than simply repeating your words.

Technical and presentation tips

- **Speak naturally:** Deliver your content conversationally, as if speaking directly to a colleague.
- **Time management:** Practice your session to ensure you stick to the time limit, leaving enough time for Q&A.
- **Tech Check:** We'll arrange a rehearsal to ensure your audio, video, and screen sharing are perfect.