# **FAIRIDEAS**

SHARING SOLUTIONS FOR A SUSTAINABLE PLANET

## Notes for speakers

#### Welcome to Fair Ideas and thank you for being one of our speakers

We appreciate that our speakers are all very experienced but please find below some thoughts that may help guide your thinking, or those helping prepare your notes and presentations, for Fair Ideas. We have also included some logistical details below.

#### Short but sweet

Our aim is to ensure that we deliver interesting, lively sessions that allow everyone to have their moment in the limelight as well as providing space for questions and answers where appropriate. We recognise that at these events it is really challenging to have enough time to say what you want to say but our experience is that a short (3, 5 or 8 minute) well-rehearsed presentation is more effective than a longer more detailed one. The audience is working hard to remember key messages from a number of presentations in each session and throughout the day.

#### **Powerpoint**

Please only use powerpoint if absolutely necessary. Remember that people cannot read and listen at the same time so slides are best used to illustrate a point you are speaking to, rather than to replicate the words you are saying. If you have more than 5 slides for a 10

minute presentation beware, as you are likely to run over time.

#### Timekeeping

We will be working with the chair of your session and with room champions to keep sessions to time. We do not want to compromise the session after yours through poor timekeeping and we want to ensure that participants have enough time for coffee, networking and finding out about other events they may wish to go to. Please keep an eye on your session chair as they will support you in the timekeeping.

#### Preparation

A simple tip for timekeeping is to take 5 minutes to run through your presentation beforehand as if you were speaking to the audience and time it.

### Smooth running of your session

We would ask you to arrive at the venue for your session half an hour before. This will give us the opportunity to ensure that any powerpoints are loaded onto the session laptop, to go through the running order with the Chair and to meet the other speakers. For Auditorium speakers it will be even more important to arrive on time in case we have to be miked up for sound. Please note that we will also be sharing any slide-sets on the Fair Ideas website after the session has finished.

#### Press conferences

Some sessions will be immediately followed by a space for press interviews if they request them. If your session is one of them we will keep you informed of where to go and who it is you will be seeing. Please check with your session organiser to find out whether you will be required to attend a press conference.

#### Logistics

Please arrive at the venue in good time to register. We will be fast-tracking speaker registration so please follow the sign for 'Speaker registration'. You will then be given a pack, which will include a programme with a map of the site. Alternatively there will be volunteers to guide you to where you need to go. There will be a room at the entrance for speakers that will be available if you need a quiet moment beforehand. If for any reason you think you may be late or have a problem please call your session organiser as soon as possible.

#### Contact details

The PUC site is a large one and we may lose you! Please could you supply us with a mobile telephone number that we can use on the day in case we need to inform you of any further details or changes. The IIED host for speakers at Fair ideas: is Charlotte Forfieh on +447949176811 or charlotte.forfieh@iied.org

