



We would like to ask you to fill out the below information to better understand your requirements and to ensure that your presentation runs smoothly.

Your primary contact in the lead up to this event will be Carina O'Brien:
carina.obrien@siemens.com +61 (3) 9721-7227 or +61 (0) 408 095 822.

Please let her know if you have any questions or concerns. We look forward to seeing you soon!

Speaker name:	
Company:	
Availability: (please circle)	<input type="checkbox"/> Tuesday 3 October <input type="checkbox"/> Wednesday 4 October <input type="checkbox"/> Thursday 5 October
Presentation title: Note: as it should appear on the agenda	
Estimated presentation length Note: Should be between 20 – 30 mins	
Brief presentation synopsis: Eg. the topics you will be covering in your presentation	

<p>AV Requirements</p> <ul style="list-style-type: none"> • Do you require a lapel or hand held microphone? • Will you be using your own laptop? • If Yes, please confirm if it is PC or MAC • Are there any other AV requirements that you need? <p>Presentations will be run from the AV desk and we will provide you with a clicker.</p>	
<p>Presentation</p> <ul style="list-style-type: none"> • Do you use PowerPoint or Keynote? • Will you be using any props or displays during your presentation? If so, do you require any set up time? • Do you require internet for your presentation? • Do you intend to use Polling during your presentation? <p>Note: Please ensure that your presentation is in 16:9 ratio</p> <p>All presentations are due Monday 25 September 2017</p>	
<p>Speaker Bio and Photo</p> <p>Please provide a bio and photo to include on the event website and conference app</p>	
<p>Speaker Introduction</p> <p>Please provide an introduction to include in the MC script, or any relevant information not included in your bio or presentation synopsis.</p>	
<p>Please ensure that the above information is supplied as soon as possible to Carina O'Brien: carina.obrien@siemens.com</p>	