

Speaker Participation Guidelines

As an industry expert we are delighted to have your speaking participation for our upcoming event. However, to ensure you gain the maximum benefit we kindly request that you adhere to the following guidelines outlined below. We appreciate your co-operation and look forward to welcoming your insights and industry experience to the event.

Please note the In-house Recruitment Network (IHRN) reserves the right to review all session content and material to preserve the non-commercial quality of the event program pre-event. Session content deemed too commercial in nature will be required to change or be removed from the program.

You agree to prepare and deliver your Presentation at the event in accordance with the below conditions;

- Deliver a quality non-pitch presentation that is on an agreed upon topic
- Speak alongside, or on the behalf of, a direct client
- Give at least three actionable takeaways for the audience, including data collected and case study learnings as well as conclusions based on the collected data
- Stick to the time allocated for your session (20 minutes)

Please note: IHRN requires your PowerPoint presentation at least one week before the event. This means that your presentations can be stored ready for you before the event and also enables your presentation to be tested so most technical glitches can be resolved before the event.

Before the event please send the following to the conference organiser upon confirmation you are speaking:

- Topic biography (title and 3-5 inspiring bulleted points)
- Headshot (ideally a hi-res colour jpeg at 300 dpi)
- Twitter @handle
- Company logo
- Special dietary or access requirements
- Any specific AV requirements (equipment to give a PowerPoint presentation will be provided as standard)

Please note: once you confirm and agree to speak, IHRN reserve the right to use speaker details and information to market the event across all channels

Using your own laptop

- If your presentation contains a video, it's best stored on a memory stick, copied onto the event laptop and run from there. In this case please attend early and have a practice run through to make sure that everything works. If you wish to use your own laptop, this can be arranged.
- Although the venue projector can support a variety of computers, variations in format and resolution can result in unexpected problems, and the event will not run smoothly if laptops have to be changed between every presentation
- We would be grateful if you could discuss the possibility of using a laptop with us before the day of the meeting, to ensure that arrangements run smoothly on the day.

Please note: If you require the use of your personal laptop, the IHRN cannot be held responsible for any issues surrounding format, font style or resolution on the day of the event

Promotion of Content:

1. IHRN may use the speaker's name and presentation materials for marketing promotion pre, during and after the event
2. IHRN reserve the right to produce copies of the speaker's presentation (eg. PowerPoint slides or supporting handouts) electronically post-event to share with delegates and host on the website as additional content
3. Speakers who do not wish to give permission for the above terms and conditions, please email natasha@inhouserecruitment.co.uk before the commencement of the conference.

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Video Content:

- 1) All speaker presentations will be recorded live at the event and edited post event as video content, which will be added and shared across the IHRN website and all associated social channels

IHRN agree to cooperate with you and provide you any requested information as you may require in order to facilitate you to duly and punctually comply with your obligations under this Agreement in a prompt and professional manner.