

CCAS Symposium Speakers' Kit

CCAS Speaker's Requirement

- The speaker's topic/s proposed should be in alignment with the CCAS Symposium's theme and vision.
- Each speaker will be given a total of 1 hour to perform his/her presentation inclusive of a 15 minute Q&A session open to the floor.
- Speaker's presentation slides and topics should not contain or be of any specific company's:
 - Branding
 - Marketing
 - Products
 - Services
 - Software / Hardware Tools and etc.
- Upon conclusion of the presentation, audience will be requested to fill up a speaker's feedback form by CCAS.
- Speakers will fully adhere to the timeline provided in Annex A for details on slides submission and etc.
- A CCAS Presentation Template will be provided to the Speakers. Speakers are required to use the template when creating their presentation slides.
- All presentation slides and materials (videos files, audio files and etc.) submitted are to be screened and approved by CCAS Committee before the Symposium. CCAS Committee will contact the speaker if any changes or enquires are needed.
- Once the topic, date and time of presentation have been confirmed by CCAS Committee and the speaker, there will be no change or cancellation allowed for the topic unless agreed in writing by the CCAS Committee.
- The speaker is strongly recommended to submit a name of the backup speaker on the same topic as part of a contingency plan.
- Please ensure the availability of the backup speaker on the actual day of the speaking slot beforehand. This is to ensure that the backup speaker will be available if the main speaker is not able to make it due to some unforeseen circumstances..
- If a speaker wishes to cancel their involvement for the CCAS Symposium totally, they need to inform CCAS at least 2 months before the event.

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Ownership of Presentation Materials

- The presentation materials provided will remain the property of the speaker, the speaker's company or cited sources.
- The speaker shall agree that CCAS can use the materials, in its original format and original content only, to compile with all other materials for the Symposium.
- The speaker shall agree that CCAS will distribute the materials, in its original format and original content only, to all our Symposium speakers and audiences after the Symposium.
- CCAS reserves the right to perform video recording and photo taking during the presentation is taking place.

Timings

- Speakers are advised to arrive at least 30 minutes before the start of his/her presentation for briefing (if any) and to familiarize with the presentation equipment.
- The speakers are welcomed to do a trial-run on the presentation slides during this time. CCAS staffs will be available to assist.

Special Meal Requirements

- If the speaker has any special meal requirements (e.g. vegetarian, halal and etc), kindly inform CCAS upon submission of the presentation slides.

Speaker's Dress Code and Name Cards

- Formal business attire.
- Speakers are welcome to be part of the CCAS Symposium event and network as they are entitled a 2-day Symposium pass as part of their involvement in the event. Please bring along sufficient name cards for networking purposes

Presentation Equipment

- All presentations for the Symposium will be collated and arranged by CCAS.
- If the speaker has any special request, like requirement of a particular software or playback of a video, please advice CCAS accordingly when performing the submission of the presentation slides. Likewise all relevant materials will be screened by the CCAS Committee upon submission.
- All standard Audio-Video Equipment will be prepared by CCAS including projectors, audio speakers, presentation laptops, wireless presenter and etc.

ANNEX A

CCAS 2014 Regional Symposium Speaker's Timeline

| S/No. | Date | Activity | Remarks |
|-------|----------------------------|---|---|
| 1 | 27 th June 2014 | Submission and Confirmation of Speakers' Topics and Time Slot | Via email |
| 2 | 16 th July 2014 | Speakers' Details Submission | Via Email. 1. Speaker's Bio 2. Speaker's Picture 3. Short Topic Write Up |
| 3 | 23 rd July 2014 | Speakers' Presentation Slides Submission for Screening* | Via CCAS provided Dropbox. *Note: Once screening is done and approved by CCAS, further submission is no longer required unless changes are made. |
| 4 | 31 st July 2014 | Speakers' Presentation Slides Re-submission (If Required)* | *Required only if changes are needed after the screening. Or any changes required by the Speaker. |
| 5 | 17 th Sep 2014 | Symposium Day 1 | |
| 6 | 18 th Sep 2014 | Symposium Day 2 | |