

TED^xChandigarh

x = independently organized TED event

2017 TEDxChandigarh Conference

Your official invitation to give a TEDx Talk

When: Sunday, January 15, 2017 - 9:00 am to 5:00 pm

Where: Indian School of Business (ISB),
Knowledge City, Sector 81, Sahibzada Ajit Singh Nagar, Punjab
140306

October 29, 2016

Dear Mr. Kanwarjit :

The TEDxChandigarh leadership team has carefully reviewed all the nominations from potential speakers from around the world who submitted an application to speak at the 2017 TEDxChandigarh Conference.

Congratulations on being selected! We are excited to invite you to give a TEDx talk that does **not exceed 15 minutes** at the 2017 TEDxChandigarh Conference on Sunday, January 15, 2017 at Indian School of Business (ISB), Knowledge City, Sector 81, Sahibzada Ajit Singh Nagar, Punjab 140306.

Please carefully review this letter and the acceptance document, initial each page, sign, scan it and return it to me via e-mail to singh.simarpreet99@gmail.com on or before 5 p.m., Indian Standard Time, Tuesday, November 10th together with a copy of the attached official speaker release form that is required by TED.

Upon receiving your signed acceptance of this invitation which is the last two pages of this package and the speaker release which is attached separately, we will send you a package by e-mail that will help you prepare for this TEDx talk. Our team looks forward to working closely with you between now and January 15th to help you with your Idea Worth Spreading via a TEDx talk.

We are delighted to have you as one of our TEDx speakers at our 2017 TEDxChandigarh Conference.

Sincerely yours,

Simarpreet Singh
Curator
TEDxChandigarh

About TEDxChandigarh Conference

January 15, 2017

Our event will be held at the prestigious Indian School of Business in Mohali. We'll open registration at 8:00 am, our program begins at 9:00 am and we'll be finished by 5:00 pm. There will be three sessions of live talks and some chosen TED talks. There will be a 60 minute lunch break and 40 mins hi tea break scheduled in between sessions.

We'll hold a full dress rehearsal on Saturday, January 14th and host a dinner for speakers and our team that night.

Our speakers and audience are all encouraged to attend the whole day and we've scheduled generous breaks so that the diverse group of people present, both speakers and attendees, will be able to learn from one another and leave the conference inspired to act.

For more information about TEDxChandigarh please visit www.tedxchandigarh.org and follow us on twitter and Facebook.

Your TEDxChandigarh talk

Beginning

TED presenters might make their talk look effortless, but hours of preparation go into making a great talk - thinking, practicing, revising slides, memorizing, more practicing... We expect the same.

Developing your content

Like the best TEDTalks, your TEDxTalk should be focused and sharp and go deep rather than broad. It can include aspects of your personal experience or projects, but these examples should be powerful, illuminating and succinct. Please purchase and carefully read the brand new book *TED Talks: The Official TED Guide to Public Speaking* by Chris Anderson, the head of TED. We will be sending some additional resource materials after you accept our invitation.

Please read all the information we sent to you very carefully.

Many TEDx speakers find it beneficial to hire a speech coach to help them with their TEDx talk. We think it is money well spent.

Practice

Great TED presenters are passionate and engaging, speak slowly and clearly and deliver their talks by memory.

Our timeline gives you some dates to work towards but the key is to rehearse again and again.

Visuals

Less is more.

A single, strong, graphic image or succinct line of text will tell your story better than a crowded collage or packed paragraph. Remember, people need to process everything you're saying while simultaneously absorbing your slides. Rather than one complex slide, show several slides, each with one idea, image or data point. Eliminate 'headline and bullet-points' slides; they are tiring to read.

Ask for help

Please don't hesitate to ask us any questions, however trivial they may seem - we're here to help.

Visuals: our technical specifications

Here are a few things to keep in mind. Remember that your slides will form part of the online videos too. We require your final slides no later than December 25, 2016. Late changes will not be possible. If you have any questions regarding the technical aspects of your presentation, please do not hesitate to contact Chirag Huria via e-mail at chiraghuria0607@gmail.com

Your presentation will run off of our laptops and projected onto a screen behind you unless you tell us that you need something different for your presentation. We accept only PowerPoint presentations.

You will need to deliver:

- The Presentation file in PowerPoint.
- Separate files of any embedded videos.
- A list of all the images and videos used with details of their source/rights for inclusion.
- A PDF of your final slides.

Slide dimensions

Please ensure your presentation display size conforms to 1280 x 720 or 1024 x 768

Font size

You rarely need more than 6 lines of text on a slide - often a line or two will do. Sans-serif fonts (e.g. Helvetica) are easier to read at a distance than serif fonts (like Times New Roman). Minimum font: 28 pts.

Once we receive your slides, we will offer advice to help you create the best possible slides to support your talk.

Slide background

A simple background keeps your text readable. If you are using a dark or black background, make the text bold. Please keep a 10% - 20% margin around your text.

Graphs, graphics and photos

Use visually arresting images, data and large words to serve as a mnemonic device so the audience has higher visual recall. Use minimum 28pt font for labels, graph axes etc. Use high-resolution pictures and graphics. Full-quality photos from a digital camera will look better than images pulled off the web.

Use Flickr search to find images <http://www.flickr.com/search/advanced/> but make sure you tick the creative commons box, ensuring you have pictures with an appropriate license. All slides with images downloaded from the Internet should have the URL displayed on the slide.

Please provide a list including each and every image, along with the rights/source that grants its inclusion. You must properly license all images for TED's use in worldwide video and web distribution. Only photos and images that are listed with appropriate rights will be included in the slides.

Slides that contain video and music

Please embed any multimedia in the relevant slide and also supply separate files in a standard format (video .mov .mp4 .wmv and for music .mp3 .wav .mp4) along with a running sheet for when we check slides and put them on the house computer. Please ensure your presentations do not require Internet connectivity on the day of your TEDx talk.

Useful examples - These presentations worked really well at TED and online:

- John Doerr - Profit and Salvation in Greentech (2007) www.ted.com/talks/view/id/128
- Bill Gates - Innovating to Zero! (2010) www.ted.com/talks/lang/eng/bill_gates.html
- Larry Lessig - Creativity and the Law (2007) www.ted.com/talks/view/id/187
- Erin McKean - Redefining the Dictionary (2007) www.ted.com/talks/view/id/161

ACCEPTANCE OF THE INVITATION TO GIVE A TEDx TALK

I accept your invitation to be a speaker at the 2017 TEDxChandigarh Conference and agree to be available on Saturday afternoon, January 14, 2017 for a rehearsal and on Sunday, January 15, 2017 to give my TEDx talk within the time allocated in the cover letter of my invitation.

I acknowledge that I will receive no consideration in exchange for giving this TEDx talk and I am not obligated to contribute any money to TEDxChandigarh on account of this TEDx Chandigarh Conference. As a speaker, I will get one ticket for myself to the 2017 TEDxChandigarh Conference, which ticket is non-transferable. I am responsible for all my travel costs to give this TEDx talk.

I promise to:

- Execute and return this agreement to singh.simarpreet99@gmail.com on or before 5 pm, Indian Standard Time, **Tuesday, November 10, 2016**;
- Execute and return the Speaker Release agreement to singh.simarpreet99@gmail.com on or before 5 pm, Indian Standard Time, **Tuesday, November 10, 2016**;
- Purchase and carefully read the brand new book *TED Talks: The Official TED Guide to Public Speaking* by Chris Anderson, the head of TED;
- Provide a high resolution professional headshot photo singh.simarpreet99@gmail.com on or before **November 20, 2016**;
- Provide an updated copy of my bio on or before **November 20, 2016** to singh.simarpreet99@gmail.com in two formats: a summary that does not exceed 120 words for the printed program guide and a more detailed bio for marketing Purposes;
- Provide an updated working title of my TEDx talk to singh.simarpreet99@gmail.com on or before **November 20, 2016**;
- Work collaboratively with TEDxChandigarh to develop the topic;
- Craft a talk attendees wouldn't have heard before;
- Present a detailed outline of my talk in writing to singh.simarpreet99@gmail.com together with a 300 word blog reflecting on this experience so far on or before **December 5, 2016**;

- Provide singh.simarpreet99@gmail.com with a draft version of my slide deck (if any) on or before **December 5, 2016**;
- Respond to communications from TEDxChandigarh promptly;
- Keep my talk within the allotted time and not exceed it;
- Provide a video of my talk (taken on a smart phone or computer) that is uploaded to YouTube and then share a link with any password to singh.simarpreet99@gmail.com on or before **December 15, 2016**;
- Receive feedback on the video from the TEDxChandigarh tribe
- Provide a video of my final talk (taken on a smart phone or computer) that is uploaded to YouTube and then share a link with any password to singh.simarpreet99@gmail.com on or before **December 25, 2016**;
- Provide singh.simarpreet99@gmail.com with a final version of my slide deck (if any) on or before **December 25, 2016**, recognizing that a great TEDx talk minimizes the number of slides used;
- Provide the final title of your TEDx talk on or before **December 25, 2016** to singh.simarpreet99@gmail.com together with a **300 word blog** reflecting on your experience preparing for this TEDx talk;
- Carefully review the Illustrated TEDx Speaker Guide that will be sent to you after you accept this invitation;
- Read the Harvard Business Review article on How to Give a Killer Presentation that will be sent to you after you accept this invitation;
- **Rehearse my talk sufficiently that I can give my TEDx talk without reading Any notes or using a podium;**
- Be present for a rehearsal at a mutually agreed upon time on Saturday, **January 14, 2017** and be present on Sunday, **January 15th, 2017** at a mutually agreed upon time;
- Not use third-party copyrighted materials in my presentation, without a written Release;
- Not use the TEDxChandigarh stage to promote a person, political or religious agenda, a business, or an organization

If I do not honor any of the above promises on a timely basis, my invitation to give a TEDx talk at the 2017 TEDxChandigarh Conference on Sunday, 15 January, 2017 may be revoked unilaterally by TEDxChandigarh at any time.

Signature

Date