

Speaker Brief

If you have accepted an invitation to speak at one of our events, we strongly encourage you to take part in the whole event, so that you can be part of the wider conversations about the issues we are addressing, and contribute to the recommendations they produce. Your attendance (including accommodation and all meals) will be covered by our charitable funds. If you are unable to attend the whole event, please let our Programme team know: programmeteam@cumberlandlodge.ac.uk.

Session format

We do not give long introductions to guest speakers, as time for discussion is our priority. Speaker biographies are included in our conference handbooks, which are made available to all participants in print and digital format.

You will be addressing a cross-sector audience of all ages, including: policymakers, academics and students, frontline community workers, faith leaders etc. Delegates will be drawn from diverse backgrounds and a wide range of sectors.

Most of our sessions are held under the Chatham House Rule, but if you have agreed to waive this, your session may be recorded or live-streamed, and reach a wider public audience.

During your session, short guest presentations are followed by an open conversation amongst guest speakers and delegates, to which you are encouraged to contribute. Delegates may have specific questions or ideas they wish to direct to you, in relation to your presentation, as part of this conversation.

Facilities in the room

The conference room has a podium, lectern with microphone, and audio-visual equipment (including a laptop on the lectern, projector and screen, speakers, TV monitor, DVD player, handheld microphones and headset microphones). Flipcharts with paper and pens are also available, and there are whiteboards on the walls that you are welcome to encourage participants to use interactively.

Lights on the stage, or in the room, can be dimmed or raised as required (please let us know if you would like us to help with that during your presentation). Drinking water will be provided for you.

If participants are spread across different rooms, your presentation may be relayed live to projector screens in those rooms.

Please let us know if there is anything else you will require, including any accessibility support.

Chairing guidelines

If you have been invited to chair a session, you will be asked to make some remarks on the theme and format of the session before briefly introducing the speakers (their name and role/organisation), at the start of the session. There is no need for long introductions to the speakers, as their biographies are already featured in the event handbook. This allows us to maximise the time for roundtable discussion and open conversation, instead.

Please note that these introductory remarks ***should not exceed five minutes***.

Please ensure that all speakers keep to time, and that there is ample opportunity for other participants to contribute to the discussion. There is a clock at the back of the room, for your convenience.

The open conversation that follows the speaker presentations should not take the form of a traditional question-and-answer (Q&A) session, but instead, should involve as many participants as possible in sharing their responses and ideas in relation to the themes of the session and the guest presentations. Please encourage delegates to address their reflections to the whole room, rather than directly to panellists.

We may also use Slido, an app which allows participants to ask anonymous questions from their smartphones, in which case we will brief you in advance. These questions will be projected on the screen as and when questions are asked (and approved by Cumberland Lodge staff). Please ensure you sit at the edge of the stage so that you have a clear view of questions which you can then choose to discuss with the speakers and delegates.

Presentation guidelines

Please assume that your fellow delegates already have a sound knowledge of the basic facts and arguments of the issues we will be discussing, and a good knowledge of English.

We would like you to give a brief, well-organised and provocative introduction that will stimulate lively discussion and serve as a catalyst for ideas and questions in the remainder of the session. Please *avoid* reiterating official policy documents or extended academic lectures. We ask all our guest speakers to focus on specific policy issues, case-studies or research findings, rather than on providing extensive factual background to the topics we are addressing.

Presentation format

There is no requirement to use presentation slides, but a laptop, projector and screen are available for use if you would like to. Please bring any slides or videos you would like to use on a USB stick. If you prefer to use your own laptop, please ensure that it has an HDMI port to connect to the projector.

Please let us know, in advance, if you will be using presentation slides or audio-visual materials. A copy of your presentation slides must be emailed to our Programme team at programmeteam@cumberlandlodge.ac.uk, prior to the event.

If you are planning to use Microsoft PowerPoint for your presentation slides, we recommend using the following:

- Font size of at least 20 pt
- No large blocks of text
- Sans-serif fonts (e.g. Arial, Helvetica, Calibri), which are clear and easy to read
- High contrast between background and text (i.e. dark text on a light background, or light text on dark)
- Text aligned left or right (centred text can be harder to read).

Timing

It is very important that you keep to the time allocated for your presentation, in order to allow maximum time for roundtable discussion and open conversation afterwards.

We place high importance on participation, so that all delegates have the opportunity to voice their perspectives and respond to the questions and ideas raised by the panel.

The open conversation that follows the panel presentations should allow ample time for you to make further contributions and to respond to any specific points raised by the discussions.