

EVENT FLOW BRIEFING

1. Prepare a schedule that includes the order of presentations. Hand out a copy to the presenters and the audience.
2. Merge all presentations into a single PowerPoint presentation to optimise event flow, eliminating the need for switching USB sticks, etc.
3. The countdown clock (available in the download section) should be visible for the presenters, the moderator, the audience, and technical support.

THE 3 MINUTES PASS AS FOLLOWS:

- a. At 2:30min: Manually switch to the default slide 'Questions' if the presenter has not done so already.
- b. At 2:50min: An automatic sound will be played via the countdown clock to indicate the last ten seconds of the presentation.
- c. At 3:00min: An automatic sound will be played via the countdown clock to indicate the end of the presentation.

It is important that the computer used to control the countdown clock is also connected to the sound system so that everyone can hear the sounds.

Each speaker begins their presentation immediately after the predecessor has left the podium. The moderator is responsible for a smooth procession.

