

# SPEAKER INFORMATION



---

## THANK YOU FOR AGREEING TO SPEAK AT BULKEX 2024

---

To ensure you are fully informed this form contains important information to assist you in your planning and organisation in the lead up to and at the event.

---

## USEFUL CONTACT INFORMATION

---

If you have any questions or need any assistance or have any queries, please do not hesitate to contact Linda White: **T:** +44 (0) 1257 412635 **M:** +44 (0) 7771 581 285 **Email:** [secretary@mhea.co.uk](mailto:secretary@mhea.co.uk)

---

## CHECKLIST

---

Please could you forward:

- **SPEAKER INFORMATION FORM**
- **SYNOPSIS OF PRESENTATION**
- **HIGH RESOLUTION PHOTO OF YOURSELF**
- **POWERPOINT PRESENTATION SLIDES**

---

## SPEAKING SLOT

---

**Title:**

**Preferred Date**

**Preferred Time:**

**Preferred Session:**

---

## POWERPOINT FORMAT

---

- Slides will be required to be designed in Microsoft PowerPoint so that they can be uploaded and incorporated into the seminar presentations.
- If your presentation has sound or video embedded within it, please also send through those files as separate elements as they can sometimes drop out of presentations. If you do have video or sound, please make sure we are made aware of it when the presentation is sent through so it can be checked.

---

## PRESENTATION EXPECTATIONS

---

To ensure the seminar runs to time and to avoid the risk of overrunning, we ask that you work to a strict 20 minutes for your main presentation allowing 10 minutes for a question-and-answer session at the end of your presentation. If your presentation has sound or video embedded within it, please also send through those files as separate elements as they can sometimes drop out of presentations. If you do have video or sound, please make sure we are made aware of it when the presentation is sent through so it can be checked.

---

## REHEARSALS

---

All speakers will be given the opportunity to check their slides prior to their presentation. Details of rehearsal times will be confirmed in due course and sent out by the conference team.

Should you have any questions, please contact Linda White on the below email address:

[secretary@mhea.co.uk](mailto:secretary@mhea.co.uk)

# SPEAKER INFORMATION



---

## VENUE

---

Chesford Grange Hotel & Conference Centre  
Kenilworth.  
Warwick  
Warwickshire  
CV8 2LD

---

## PLEASE COMPLETE THE SPEAKER INFORMATION FORM BELOW

---

Please return by email to: [secretary@mhea.co.uk](mailto:secretary@mhea.co.uk)

Please note: all fields are required to facilitate the smooth organisation of the event.

**Name:**

---

**Job Title:**

---

**Mobile Number:**

---

Are you in agreement for delegates to receive a copy of your presentation post event?

YES / NO

Are you in agreement for your presentation to be uploaded to the MHEA website post event?

YES / NO

# SPEAKER INFORMATION



- All presentations will be a **strict 20 minutes** in length, with an additional 10 minutes at the end of each session for questions and discussions. All presenters should use PowerPoint software.
- Presenters must register for the conference using the speaker registration option. Speakers benefit from a discounted registration fee.
- In the first instance, all prospective presenters should contact the conference convenor, Linda White, with a title and author list as soon as possible, to [secretary@mhea.co.uk](mailto:secretary@mhea.co.uk). All **confirmed** presenters should then closely follow the instructions for presenters.
- **The deadline for receipt of the 100-word biography and finalised PowerPoint file for the BulkEx24 Conference proceedings is 2nd September 2024.** Presenters that have not supplied conference materials by the deadline will be required to pay the full conference registration fee applicable at the deadline, and/or may be removed from the programme.

## Tips for speakers

We've had the pleasure of sitting through literally thousands of presentations over the years. In that time, we have seen some terrific presentations, where the audience was literally on the edge of its seat, and where listeners waited for every utterance as if their lives depended upon it. We have also heard a few presentations that were not so good. We thought we would take the opportunity to give a few hints to potential speakers.

### What not to do...

- Don't give an advertisement. The audience didn't pay to come to the conference to listen to you trying to sell them something. They really hate this (we know, they tell us). Tell the audience something useful that they can take home. In fact, if you give them something useful and interesting, then the audience will forgive many other failings - but they won't forgive you trying to sell them something for 20 minutes (and they won't forget it either). Keep your company information to ONE slide.
- Don't read from a script, even if you think you need to. One of the best presentations we ever saw started as a deadly-dull script-based talk. Half-way through, the presenter lost his place and did the rest from memory - it was excellent!
- Don't stand too close to the microphone: think of your listeners. You wouldn't shout in their ears...and standing at a sensible distance from the mike also avoids 'popping,' where a pronounced 'p' can make an amplified booming sound.
- Don't have too many slides: We once saw a presenter try to get through 125 slides in 25 minutes (that's 12 seconds per slide). 25 slides should be your absolute maximum.
- Don't talk too fast, especially if you have a strong accent. This applies to native-English speakers as well!

# SPEAKER INFORMATION

- Never ask for questions in the middle or at the end: Questions in the middle break up the flow of your talk. Even if you have given a good talk and you ask for questions at the end, you will inevitably be confronted by an embarrassing silence. At the end, simply say “Thank you very much.” There will be applause: Then the chairman will ask for questions. Simple.
- Don’t try to get too much information across: If you can only get the audience to take home three pieces of information (which might still be asking too much) consider which three are most important (to you)

## What to do...

- When you get to the conference, check to make sure that your presentation runs as you expect it to (including any movies).
- Familiarise yourself with the lectern/computer/microphone/laser pointer etc well before your allotted presentation time.
- Tell a story. All good presentations have a start, a middle and an end. Often it might be ‘We had a problem, this is what we did to fix it and this is how it all turned out.’ Or it might be ‘The industry is in this situation, we’ve invented machine X, this is how it can benefit you.’ Or ‘This is the way the industry was, these are the current trends and this is what the industry will look like in X years.’ A good talk needs a structure. Take the audience on a journey - tell us a story.
- Use pictures or video to help tell your story (but make sure that you have supplied your video in a format that can be used by the conference computers).
- Think about your audience at all times: What will make them listen to you and take on board what you are telling them?
- Content is king: Think about what the audience will find most useful as a take-home as well.
- Make all slides readable from the back: I’ve lost count of the number of times I’ve heard “You might not be able to read this, but...if in doubt, leave it out. Better still, make graphs or infographics out of your tables of numbers. Tables of numbers in a presentation are a waste of space and a wasted opportunity.
- Open your mouth to let the words come out. Use your voice carefully: not too high or too low, not too fast or too slow: speak carefully and be aware as well of the power of silence.
- Use body language if required: connect with your audience (for example by trying to look into the eyes of every one of your listeners at least once during the presentation). Wandering about will distract your audience from your message.
- Smile: the audience wants you to succeed!

**Good luck, you will be great!**