

**13<sup>th</sup> Annual Conference  
of the European Biosafety Association  
21 – 23 April 2010, Ljubljana, Slovenia**



**Guidelines for Session Speakers**

Thank you for agreeing to participate at the European Biosafety Association's annual conference. So as to help ensure that all our speakers are given the best opportunity to get their message across, and to ensure that all members of the audience gain maximum benefit from the conference, please note the following important points.

1. Please plan your talk carefully so that you stick to the time allocated. Chairs are under instruction to ensure that the agenda timings are adhered to strictly.
2. Your audience is multi-national and the majority will likely have English as a second language. You can help them by;
  - Not rushing
  - Speaking clearly
  - Minimizing jargon and unnecessarily complicated English
  - Emphasizing key points through clear text within your slides
3. If English is not your first language then any concerns you may have about communicating your presentation must be discussed with your workshop coordinator.
4. Do not 'over-populate' slides with too much text or photos. Slides are ineffective if they cannot be read clearly.
5. Make sure that you have obtained permission to use any references/pictures/publications in the slides.
6. You are advised to allow adequate time for questions at the end. 5 minutes is usually right for such purposes.
7. It is essential that your talk retains a relevance to all European nations. If you are discussing something that has happened with your country then ensure that the relevance of this to the wider European community is retained.
8. Presenters must not utilize this opportunity to promote or denigrate any particular product or company. The EBSA audience is acutely aware of this and 'sales pitches' are viewed with poor regard.