

# Speaker Guidelines

## 1. Preparation

**Presentation Submission:** Submit your final presentation slides by August 31, 2025. Accepted formats include PowerPoint, PDF, and Keynote.

**Biography and Photo:** Provide a brief biography (100-150 words) and a high-resolution photo for the conference program and website before your registration.

**Content Relevance:** Ensure your presentation is relevant to the conference theme and audience. Avoid overly commercial content.

## 2. Technical Requirements

**Equipment Provided:** The conference will provide a laptop, projector, microphone, and clicker. If you need additional equipment, notify the organizing committee before-hand.

**Compatibility Check:** If you are using your device, ensure it is compatible with the provided equipment. Bring the necessary adapters.

**Backup:** Bring a backup of your presentation on a USB drive and consider having a cloud backup (e.g., Google Drive, Dropbox).

## 3. On-Site Logistics

**Arrival:** Arrive at the venue at least one hour before your session starts. Check in with the session chair or technical support team.

**Green Room:** A green room will be available for last-minute preparations. You can meet with session chairs and other speakers here.

**Technical Check:** Test your presentation with the provided equipment before your session starts to ensure everything works smoothly.

## 4. During Your Presentation

- **Time Management:** Adhere strictly to your allotted time slot. This includes time for Q&A if applicable. Practice beforehand to ensure you stay within limits.
  - Keynote: 30 Minutes
  - Standard Presentation: 25 Minutes
  - Lightning Talk: 15 Minutes
- **Engagement:** Engage with the audience. Use visuals, storytelling, and interactive elements where appropriate.
- **Questions:** Leave time for questions if your format allows. Repeat questions from the audience to ensure everyone hears them before answering.

## 5. Code of Conduct

- **Professionalism:** Maintain professionalism at all times. Respect the audience and other speakers.
- **Content:** Avoid offensive or inappropriate content. Ensure your material is inclusive and respectful of all audience members.
- **Conduct:** Follow the conference's code of conduct. Harassment, discrimination, or inappropriate behavior will not be tolerated.

## 6. After Your Presentation

- **Availability:** Be available for follow-up questions and networking during breaks or designated networking sessions.
- **Feedback:** Collect feedback from attendees and the organizing committee to improve future presentations.
- **Materials:** Share your slides with the conference organizers for distribution to attendees if applicable.

## 7. Miscellaneous

- **Promotional Material:** Distribute only relevant materials. Avoid placing marketing brochures or promotional items in unauthorized areas.
- **Social Media:** Use the official conference hashtag **#mindspace** to share updates and engage with the conference community online.

## 8. Emergency Procedures

- **Emergency Contacts:** Familiarize yourself with emergency procedures and contacts provided in the conference handbook.
- **Health and Safety:** Follow all health and safety guidelines, including COVID-19 protocols if applicable.

For any questions or additional assistance, please contact the organizing committee at [contact@mindspaceconferences.com](mailto:contact@mindspaceconferences.com). We look forward to your participation and contribution to the 2nd International Conference on Traditional & Alternative Medicine.