



AMCHAM Speaker/Presenter Guidelines

Thank you very much for agreeing to speak at our upcoming committee meeting. The below guidelines are intended to help make the meeting and your presentation even more successful.

The typical meeting schedule is as follows.

- Registration and networking
- Meal served
- Presentation begins (time to be determined by the committee leaders)
- Question and answer session

At the event, AMCHAM will provide your meal, a meal for one guest, and – of course – the exposure and opportunity to speak to many business leaders here in Myanmar.

General Guidelines for Presentations

As meeting attendees pay to attend our committee meetings and presentations, we want to assure that the event provides good value. One of the key issues we watch carefully to help assure a positive experience for all is to avoid speakers who tend to promote their company or who try to sell their services to the audience. In addition, we would like all presentations to be consistent with our mission of sharing best practices, improving the skills of our committee, and keeping members up to date on current situations.

We do recognize that you are representing your company. With that in mind, please feel free to:

- offer your company's experiences to illustrate the points you are making;
- bring your company's promotional materials to the meeting for members to pick up if they are interested; and
- include in your presentation a master slide with your company's logo, provided it is not very invasive to the presentation as a whole.

In Advance of the Presentation

So that we may publicize and review your presentation, please provide the following items to both the committee leader who is coordinating the event ("Coordinating Member") and the AMCHAM staff member in charge of the committee ("AMCHAM Committee Coordinator").

- 1-2 paragraph overview of the content of the event (**DUE: 2 weeks prior to the event**)
- Your presentation in electronic form (e.g. PowerPoint, Word, Excel) and any handouts (**DUE: 1 week prior to the event**)
- Optional: a one page description of your company, its background and/or its services, which will be appended to any meeting handouts (**DUE: 1 week prior to the event**)
- Your resume or brief biography (**DUE: 2 business days prior to the event**)

Please inform both the Coordinating Member and the AMCHAM Committee Coordinator, if you do **not** want the items above to be posted on the AMCHAM website.

The Day of the Presentation

We encourage you to arrive at the venue 30 minutes in advance so that you and the AMCHAM Committee Coordinator can check your computer connection and equipment. The venue will provide a screen, a podium with a microphone, and a lapel microphone for your use. If you need any additional A/V equipment, please contact the AMCHAM Committee Coordinator.

Feedback

We will ask all attendees to provide feedback on the event, including your presentation. We seek input via a survey form that members complete at the end of the meeting. If you would like a copy of the summary of the results of the survey, please feel free to let us know as we are happy to provide that to you.

Contact Information

Coordinating Member _____

AMCHAM Committee Coordinator _____