**Guidelines for Presenters**

Dear Presenter,

We appreciate your willingness to actively contribute to the SASO Conference as a Presenter. The objective of the panels is to present a variety of points of view on specific subjects within a limited time frame. For some panels there will be time for interaction with the participants and in other instances this exchange will be much shorter.

Please find below initial guidelines to be taken into account for your preparation and participation as moderator in your panel:

* **Kindly ensure a strict compliance with the time constraint** as indicated in the attached agenda**.**
* We suggest you forward your short CV so that when the Moderator introduces you he highlights your resume. Your CV will be uploaded on the SASO website, time will not allow to read this CV. Once the speaker had been introduced, you will be given the floor to present.
* You are advised to use the attached PowerPoint template in case you will be making your presentation in PowerPoint format so that we maintain uniformity.
* There are question and answer times throughout the web conference, please keep that in mind as you present
* The ABC rule should apply: Appropriate, Brief and Clear. For most of the presenters, time will not allow for slides, so speakers will have to be very concise. Should you require to use your slides, please make sure that you strictly manage time as allocated by the Moderator.
* Remember that we want to provide key messages and arrive to conclusions, actions and concrete proposals.
* Please note that iSASO will reach out to you before the meeting date so that we clarify the topic that you are requested to address and also ensure that we are all in one mind.
* Please provide as soon as possible a short CV (3 or 4 lines), if you include a picture it will be great. Attached you can find an updated version of the agenda and speakers list with contact details. It is advised that moderator and speakers connect at 1330hrs so that proper coordination done prior to the meeting.

Again, many thanks and see you on 20 May 2021.

***Contacts:***

*iSASO, Mr. Musa Magongo,* *mmagongo@saso.sadc.int*

*EASA, Mr Yves Koning,* *yves.koning@easa.europa.eu*



**Supported by:**