GSE Nordic conference

About the Speaker Guidelines

The Speaker Guidelines provided here are the general guidelines for all GSE Nordic Conferences. Other specific guidelines may also apply to each conference, as a speaker you will be given these up front of the conference.

Speaker Responsibilities at Conference:
- All speakers should register for the conference, even if you attend just for that day. Please note any special arrangements in the registration form for the travel agency to take care of.
- Speakers should contact members of the Steering Committee or the travel agency upon arrival at the conference.
- If nothing else is agreed upon each speaker should bring his own laptop. The conference will provide AV equipment.
- Keep your session on time, and plan for 5 minutes of QA at the end of your presentation.
- Notify your session manager of your presentation no later than 10 minutes before your session.
- The session manager will introduce you at the beginning of the session and manage each session with respect to time, etc.
- Use the session manager to help you keep track of your time, e.g. by using a "10 or 5 minutes left"-sign. Also the sign ”Repeat the Question" in order to let the hole audience hear the question.

Presentation guidelines:
- Presentations should be given in English if nothing else is stated in the conference invitation.
- Make certain your presentation targets the correct audience.

At the conference a camera crew might be present:
- There might be a camera crew present to pick up the atmosphere, and document fractions of some of the presentations.
- We have no intension of copyright violation, and the camera crew will be “silent” in order to respect the speakers, when filming during a session.
- Speakers and attendees can be asked to give a voluntarily interview.

The majority of sessions are of a technical nature or product oriented, and your presentation should target a technical audience. In these sessions, we expect you to talk about concepts, processes, methods, and experiences, and we find it natural, if you use your products to exemplify that.
For the management sessions, your presentation should target IT managers, and address IT business or management issue.
If nothing else is stated please provide your presentation to the conference steering committee a week before the conference. This is because your presentation will made available to the participants so that they can look at your presentation and decide which session to attend to.

A/V Equipment Provided in Each Session/Meeting Room.

Each conference is dependent on the conference hotel facilities, but it is normal to expect the following equipment being provided:

- 1 data projector that can be connected to a laptop computer
- 1 lapel microphone for speaker
- 1 screen
- 1 podium with table

The quality of sound systems are known to vary, but today most conference hotels in the Nordic at least provide the speakers with the ability to connect their laptops to sound systems. AV technician is available on request.

Extract from the GUIDE SHARE EUROPE Policy 6 “Code of Conduct”.

- The following Code of Conduct is adopted and shall govern the conduct of all Members, and attendees, in connection with all Association matters and activities.

- Members, and attendees, must:
  - Conduct themselves and their activities in a professional manner marked by integrity and a spirit of fair play.
  - Refrain from engaging in any activity that would violate the proprietary rights of their employers, the Association, or any other person or organization.
  - Abide by the Statutes and Policies of the Association.
  - Properly register and display appropriate credentials at Association activities.
  - Restrict the use of Association documents and other data to the purposes defined.

- Members, and attendees, must not:
  - Engage in sales activity, including direct or indirect solicitation, or conduct any other activity contrary to the purposes of the Association.
  - Distribute any materials or post displays of any kind at Association activities without prior approval of the appropriate Officer.
  - Engage in any form of personnel recruiting or use Association facilities or resources to assist in such activity.
  - Use the Association’s name, or membership lists, other than in the conduct of the Association’s business.

Any Member, or attendee, who fails to observe this Policy will lose Membership, or will be subject to other appropriate disciplinary proceeding on decision of the Steering Committee.