

SPEAKER GUIDE

Interview



Dear Speaker,

We are pleased with your decision of making an interview together with us. Your active support will contribute significantly to a successful outcome of the DECON 2022 conference.

The interview will be conducted online as a Q&A-dialogue between you as our speaker and Dr. John Kettler as your moderator. The dialogue style is to give the audience the feeling of active participation instead of being just a listener.

THIS IS HOW IT WORKS

- 1** Please prepare a **maximum of 10 presentation slides on the subject we jointly agreed.** Slides in English allow the international audience to follow the content.
- 2** Next, send us your **presentation slides preferably as data file in ppt- (PowerPoint) or pdf- format within 14 days** of receiving this speaker guide. Please add a portrait photo and a short CV of your person as well as your company/ institution logo.
- 3** **We then will create a short dialogue script** closely related to the content of your slides. Thus, you can see in advance, which questions to expect exactly where at your talk. This allows optimal preparation. Be assured that our questions will exactly fit your slides for easy respond and thus guarantees you a comfortable presentation.
- 4** The interview will take place at the agreed date. In preparation you will receive the dialogue script mentioned above in point 3 for **optimal preparation with a few minutes of your time.**
- 5** Immediately preceding the interview, we will give you a brief introduction concerning the procedure. In **less than an hour of your time the recording will be finished.**

The result of the interview will be a **video presentation of about 15-20 minutes.** It will be presented to the participants of the DECON 2021 conference.

On your request we can make your final video presentation available to you in advance.

Thanks again for your participation.
Don't hesitate to contact us for further requests.

Best regards
Your actimondo team

Contact person
Dr. rer. nat. John Kettler
Mobile: +49 (0)173 575 55 54
Mail: john.kettler@actimondo.com