



We are pleased to have you as a speaker at a meeting of Canadian Group Insurance Brokers.

Please review the list below as it provides answers to frequently asked questions:

### **1) Where are the Meeting Locations?**

For the 2020 season, our event locations will be as follows...

**Toronto/Woodbridge** – Paramount EventSpace 222 Rowntree Dairy Rd. (Weston Rd & 407)

**Calgary** – Best Western Premier Calgary Plaza Hotel & Conf. Centre 1316 33 St. NE

**Vancouver/Richmond** – Sandman Signature Vancouver Hotel 10251 ST. Edwards Drive

### **2) How much time to I have to speak/present?**

Depending on the format and topic, speaker times will vary. You will be provided with an agenda showing your speaking time as well as the overall days timing.

**Short** – 60 minutes.                      **Regular** – 90 minutes.                      **Long** – 120 minutes. (all include Q&A)

### **3) What is the audience make up?**

Depending on the location and agenda, attendance ranges from 75 to 175. The audience is mainly benefit focussed advisors. There may be representatives from; insurers, TPA's, PBM's. GMGA's pharmaceutical companies and others from across the industry. There may occasionally be media people in attendance, usually from industry trade publications.

### **4) How interactive is the audience?**

Extremely. We encourage the audience to ask questions during the presentation and not hold them to the end. The facilitator will move through the audience to capture questions on the roving microphone ("Phil Donahue" style) and cut people off if they go too long. These become a two way interaction, but feel free to move on if the data is covered in future slides.

### **5) Can I do a Power-Point (or Keynote) presentation?**

We expect you will show a Power-point presentation. We ask that you provide your final presentation at least a week before the event. We will load the presentation onto the podium computer to be ready for you. We ask that you please use STANDARD (**not widescreen**) format as that displays best in most venues. We will provide a "remote clicker" to advance slides.

### **6) What personal info do you require from me?**

We will require a short biography of yourself (2 or 3 paragraphs) to use on our website and so that you may be properly introduced. Please e-mail to as noted below if this was not supplied earlier.

## **7) What is the audio/video set-up?**

We will have a wired or wireless microphone at the podium for the sponsor and introductions. Speakers will have a headset with boom or lapel mics so you are free to walk around the stage as you present. **Please let us know in advance if you** require sound on the laptop for your video presentation. We will have the laptop on the podium for your visual reference.

## **8) I might require internet access. Can you accommodate?**

We can arrange for internet access, however, please let us know in advance so that we can make appropriate arrangements. It is better to record and include videos with the presentation, rather than rely on wi-fi for both speed and quality.

## **9) Can I hand out my business card and/or include my contact information in the presentation?**

Yes, you may do so either after your speech, or simply include it on the final slide, at the end of your presentation. Please keep in mind that your presentation cannot be a sales pitch.

## **10) Will I be paid for speaking?**

No. All speakers do so voluntarily with the exception of a very few professionals. To thank you for your time we will donate in your honour. Provide the name or details of your favourite charity.

## **11) Anything else I need to know?**

We will post a pdf version of the presentation on the CGIB secure "MemberZone" site for member reference after the meeting. If you'd prefer anything different than what was provided in the final power point presentation, please let us know.

## **12) Anything else I need to do?**

Each speaker should provide a one or two page "take-away" sheet for attendees. In order to be environmentally friendly, presentations will no longer be printed. The "take-away" should be actionable items an advisor can use that day, share with clients or incorporate into their practice.

## **13) Anything else I need to do?**

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## **14) What if I have further questions?**

If you have any other questions, we will be happy to answer them. Simply send an email to the facilitator,

Dave Patriarche  
Office: 905-886-9203  
Cell: 416-409-2117  
E-mail: dave@cgib.ca

**We look forward to meeting and your presentation!!**