

OPENING DINNER OF THE TECHNOLOGY LEADERSHIP FORUM

Halstead Ballroom, Coventry Hotel
4825 Boulevard St-Laurent, Montréal
17:30 to 19:30, Thursday, April 15, 2004

Speech

YOUR SPEAKING NOTES

Speaking notes should be presented in an 18-point Times New Roman font. The line spacing should be set to 1.5. There should be one blank line between paragraphs.

You should allow 100 to 150 words for each minute of the speech, depending on how quickly the user speaks.

Some speeches are used with a slide deck. In such cases, interleave the speech with printouts of the slides. The text that relates to each slide should follow that slide.

Remember to put a CD of the deck in the briefing book as a back-up.