

IQA Speaker Guidelines

All IQA educational speaker programs must aim to increase knowledge through the dissemination of fundamental and applied information for the benefit of the quarrying industry in general.

The underlying objective for all speaker presentations is to provide information to inform, interest, excite delegates to leave them wanting to know more.

It is a requirement for all educational speaker programs to aligned to the IQA's Vision Statement: ***Educating and connecting the extractive industry.***

The following guidelines are to be implemented when engaging a speaker for any IQA event:

- Provide a detailed brief to the speaker outlining your expectations;
- To clearly articulate that the IQA is a professional membership organisation with a requirement for the speaker to abide by the IQA's Code of Conduct and the IQA's Competition and Consumer Compliance Protocol as well as maintain a professional approach and delivery;
- To clearly articulate the demographics of the audience;
- The requirement for a synopsis of the presentation and their professional biography for advertising and promotional purposes;
- The requirement to adhere to the agreed presentation topic, engage the audience, avoid a 'sales pitch' presentation and respond to questions from the audience;
- The date, venue, presentation start time and duration of time allocated for their presentation;
- The engagement terms for the speaker i.e. will it be a paid presentation, part of a sponsorship opportunity, are promotional material and/or products permitted, if a meal will be provided etc; and
- The requirement format for the presentation and when you need to receive the presentation e.g. PowerPoint etc;
- What audio-visual equipment and resources will be made available at the venue; and
- The IQA Contact Person's name, mobile number and email address for the event.