

IPEBLA TELECONFERENCES

NOTES FOR VOLUNTEER SPEAKERS

1. What are teleconferences?

A teleconference is essentially a presentation/seminar held by telephone. To the delegates, it is like listening to a radio programme, except that they have an opportunity to submit live questions at the end.

2. Format of teleconferences

The entire session lasts 90 minutes, with the presentations taking 70-80 minutes, and the Q&A 10-20 minutes.

There is no set time of day for teleconferences to take place – this will depend in part on where the speakers are located. Though we do try to make the sessions accessible to as many members as possible, given the many time-zones in which our members are located, this can be a challenge. For this reason, we also record the sessions so that they can be replayed (at a cost) for those who were not able to catch the live session.

The teleconference will have a moderator who chairs the session, and may also contribute to the discussion plus a number of speakers (normally three or four) from different countries. It is up to the speakers how they organise their speaking time, though it is normal to switch between the speakers regularly during the session, and live discussion among the panel of speakers often works well.

3. Preparing for the teleconference

Having assembled the panel of speakers, and decided on the topic, the next stage is to publicise the event. You will be sent a draft flyer containing the details of your talk, and you will be asked to submit any comments. We prefer to send the flyer out as far ahead of the actual teleconference as possible, so as to maximise the publicity. As IPEBLA teleconferences are also open to non-members (who pay more), we also arrange to have the event publicised with local pensions and employee benefits law associations.

It is up to the speakers what materials they want to provide to go along with the session. Sometimes, the speakers will prepare a single set of slides for the session, or they might prefer to submit their papers separately. It is not mandatory to have powerpoint slides. Some speakers submit a written paper, or article. The papers need to be submitted at least a couple of days before the teleconference, and they will be loaded onto a section of the IPEBLA website which can only be accessed by those who have registered for the teleconference. The delegates can then either print off the papers, or scroll through the materials on screen during the teleconference.

Whilst this is not a hard and fast rule, we do prefer our speakers and moderators to be IPEBLA members.

4. What happens on the teleconference itself?

As a speaker or moderator, you will be given separate dial-in details from those of the ordinary delegates. On the day itself, you will be asked to call in about 15 minutes before the teleconference

starts. There will be a Bell operator on hand to handle the logistics of the teleconference, and she will talk you through the details before the teleconference starts.

The role of the Bell operator is to:

- Facilitate the call and the delegates' Q&A;
- Admit delegates to the teleconference and take their names (she has been instructed to admit all callers);
- Brief you before the commencement of the call and fine tune how you want things handled;
- Introduce the session and the moderator as follows: "Good morning Ladies and Gentlemen. Welcome to the *[title]* conference call. Please be advised that this call is being recorded. I would now like to turn the meeting over to *[moderator]*. Please go ahead *[moderator]*".

The operator will also give instruction on how the Q&A works at the beginning of the session and give a brief reminder at the beginning of the Q&A. (When you have finished your presentation, the moderator simply says ".. and now we would like to hand over to our operator to tell you how to submit your questions." It will run as follows: a delegate with a question will press "*1" to queue up for their question. The operator will take their name and country and will announce this when it is their turn to ask the question.

5. After the teleconference

The session will be recorded and available for replay (at a cost) for around a month after the live session.

We will also be offering transcripts, again at a cost, on a trial basis, to see if members are interested in obtaining these.

6. Contacts

Key contacts for speakers throughout the process are:

- Jane Dale, chair of the IPEBLA Teleconference Committee (jane.dale@allenoverly.com). Jane will contact you in the first instance in relation to the flyer and other preparation details. If you would like to volunteer as a speaker, or if you have any suggestions as to possible topics or any general feedback on our teleconference programme, please contact Jane.
- Katherine Donaldson of Managing Matters (katherine@managingmatters.com) takes care of the administration side.

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30 June 2008
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