



Speaker Guidelines

CAYMAN CAPTIVE FORUM ("CCF")

To assist you in the preparation of your presentation, we have prepared the following guidelines:

- 1. PERSONAL BIOGRAPHY:** Keep the bio brief, no longer than 3 sentences as this will be used as your introduction to be read prior to the start of your session and on the Forum App. Include information about your expertise on the topics to be presented and any relevant accomplishments. This should be entered into the Forum Registration system with a photo.
- 2. PRESENTATION REQUIREMENTS:** Speakers must not promote products or services of a company; a company logo may be inserted only on the Introduction page of the presentation. Speakers must not violate any copyright interest or proprietary rights of others.
- 3. PRESENTATION MATERIALS:** All PowerPoint presentation materials must be received by the CCF no later than November 1, 2018.
- 4. SPEAKER POLICIES**
 - Speakers do not receive compensation or expense reimbursement,
 - Speakers will receive a complimentary full CCF registration.
 - The CCF will endeavor to ensure all Speakers are offered a discounted room at the conference hotel (Ritz-Carlton) for use during their stay – provided they register before the cutoff date.
 - Speakers are responsible for any reservation changes and/or costs associated with changes to hotel bookings once a confirmation number has been provided.

Note: During the Forum Registration process you will be asked to confirm that you will comply with these guidelines and to advise if your presentation may be published on our website at www.imac.ky

Questions: Depending on the date of your presentation, please contact the following speaker coordinators:

Tuesday, November 27 – Jackie Campbell JCampbell@kensington.ky; Alanna Trundle ATrundle@global.ky

Wednesday, November 28 – Graeme McGuffie Graeme.McGuffie@WillisTowersWatson.com; Brad Fisher brad@lainston.com

Thursday, November 29 – Kamila Wolar Kamila.Wolar@marsh.com; Jenny Pooley jenny.pooley@strategicrisks.com

Tax Sessions (Any date) – Ian Bridges IBridges@global.ky

Forum Chair Kevin Poole Kevin.Poole@artexrisk.ky and IMAC General Manager William Forsythe william.forsythe@caymancaptive.ky 345-949-4622.

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