



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 October 31, 2017.
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: Please contact any of the following speaker coordinators:

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