



# Speaker Guide

Thank you for agreeing to speak at the GISF Forum. Below is some guidance to support you before, during and after the Forum.

## Before the Forum

Please send Megan ([gisf-info@gisf.ngo](mailto:gisf-info@gisf.ngo)) a short **biography** and **photograph** to be included in the Forum programme by **1 March**.

Presentation slides are welcome if you wish to use them, but you are not expected or required to do so. If possible, please send your **presentation** (if you have one) to Megan ([gisf-info@gisf.ngo](mailto:gisf-info@gisf.ngo)) the day before the event at the latest.

The audience at the GISF Forum will be made up of global security focal points (Directors, Managers and Advisors) from a variety of non-governmental organisations. Please target your presentation to this professional level.

Please plan your presentation within the **time** slot given as there will be very little flexibility to speak for longer than the time allocated.

## At the Forum

When speaking:

- We recommend that you stand and check that your camera is set up properly for participants to clearly see and hear.
- Adjust your room lighting and camera framing so viewers can properly see you.
- Check your volume and sound to make sure participants can properly hear you.
- Please speak slowly and clearly, and avoid using too many acronyms as many people in the audience may not be native English speakers.

*Do not hesitate to get help from the secretariat or chair, particularly around any areas that may need additional clarity.*

The Forum will be held under the [Chatham House rule](#) and participants will be reminded of this at the beginning of the Forum. The forum will be recorded, but only for internal notetaking purposes. Notes will be taken during your session and shared with GISF members.

## After the Forum

Following the first day of the forum there will be an informal reception held at [Transforma Bxl](#). This will include coffee, tea, and opportunity for networking. All participants are welcome to attend.

Address:

*Transforma  
Av. Jules Bordet 13, 1140 Evere,  
Belgium*



## Directions

### From Eurostar:

- *Car/Uber/Taxi – 20 minutes*
- *Public Transport – 45 minutes*

### From Brussels Airport:

- *Car/Uber/Taxi – 11 minutes*
- *Public Transport – 11 minutes*

For any questions or concerns please contact our GISF Europe-based Secretariat:

**Megan Hooson**, *Project and Membership Officer, Europe*

Mobile: +44 7393 223803

Email: [gisf-info@gisf.ngo](mailto:gisf-info@gisf.ngo)

**Emily Daste**, *Admin and Projects Assistant, Europe*

Mobile: +44 752 800 785

Email: [gisf-emily@gisf.ngo](mailto:gisf-emily@gisf.ngo)