COURSE OBJECTIVES

The **Conference CODE** program is a short entry level course to provide the basics for all speakers in conferences. It promotes 10 Quick Wins and explains 10 common errors to avoid.

This short program has an OPERATIONAL objective to facilitate the four actions speakers confront in order to develop a SPECIFIC presentation for a given conference:

CONFERENCE
CODE

C... Choose **CONTENT**
O... Organize **IDEAS**
D... Deliver **MESSAGES**
E... Engage the **AUDIENCE**

The Basics
Choose Organize Deliver Engage

COURSE FOOTPRINT

1/2
day group training

1¼h
individual coaching

1
full day Dry Run (one week later)

COURSE DESCRIPTION AND CONTENT

1 **LEARNING** – a **2-hour** Group Training session immediately followed by

2 **PREPARING** – a **2-hour** Group Interactive Workshop with Coaching input and exercises

3 **DELIVERING** – a **1¼ hour** Individual Coaching session for operational and behavioural input

4 **ENHANCING** – a **1-day** Group Dry Run session with Group feedback and Coaching input

PREREQUISITES

Mastery of English as well as an upcoming conference presentation

TARGET POPULATION

Speakers in conferences with quick operational needs and short time before event

APT
presentations