2024 iNADO Workshop
Speaker Toolkit

WELCOME

Thank you for your participation in the 2024 iNADO Workshop as a speaker. The success of our Workshop is due to the expertise, knowledge, and experience of our moderators and speakers, and for that we are sincerely grateful for your time and commitment. We hope the information in this *Speaker Toolkit* will help you to prepare for an engaging session, as well as provide you with information on all aspects related to the Workshop including:

- Presentation information & recommendations
- Workshop information (inc. registration)
- Practical information during the Workshop
- Venue, transportation, & accommodation
- Important dates

Should you have any additional questions or concerns, please do not hesitate to contact a member of the iNADO Team (info@inado.org).

PRESENTATION INFORMATION & GUIDANCE

All presentations will be saved onto a Master file ahead of the workshop and loaded and ready for you during your scheduled session. To ensure the smooth running of the workshop please send you final presentation file to amy.dyer@inado.org no later than 6 March 2024.

To ensure an enriching experience with high-quality information for participants, please consider the below recommendations when preparing your presentation:

- Plan your presentation within the allotted time and respect other speaker's by not going over time (see your Speaker Information Form for details).
- The information you submit in the *Speaker Information Form* will be used by the Moderator to introduce you – so, please include any relevant information you wish for them to share.
- If applicable, briefly explain how your topic connects to the Workshop theme: **Embracing Diversity in Anti-Doping Practice**.
- Describe your presentation topic and the expected learning outcomes
- Briefly describe (1 slide) your organization. Remember: our audience is specifically interested in learning more about the anti-doping environment and how it can apply to their work.
- Speak slowly and as clearly as possible - English is not the first language for many participants.
- General presentation guidelines and best practices include:
  - Keep your slides simple and easy to read.
  - Choose a clear title for each section in your presentation.
  - Use large size font (e.g., ≥24pt) that are easy to read (e.g., Arial, Calibri etc.)
  - Organize your ideas in bullet point and space out your text
  - Alternate between text and graphics/images of high quality
  - Limit the total number of slides
  - Pay attention to the consistency of the overall PPT (e.g., font, lay-out)
  - Interact with the audience (e.g., questions, live polls on Mentimeter, etc.)

Please complete your **Speaker Information Form by Monday 5 February**
Final presentations should be sent to amy.dyer@inado.org. by Wednesday 6 February.

ABOUT THE WORKSHOP

The 2024 iNADO Workshop will take place on the 14 March 2024 at the [University of Lausanne (UNIL) - Amphimax building](#) in Lausanne, Switzerland. Under the theme '**Embracing Diversity in Anti-Doping Practice**' the Workshop will provide an opportunity for our member NADOs and RADOs, as well as non-members and other anti-doping practitioners to learn and exchange ideas and practices that enhance our common purpose of "Working Together Towards Excellence" in anti-doping.

We expect approximately 200 attendees from across our members, NADOs and RADOs, International Federations, WADA, other sports organizations, and commercial companies in anti-doping.

Workshop theme

The theme of the 2024 iNADO Annual Workshop is *Embracing Diversity in Anti-Doping Practice*. The ideas and practices presented are evidence of the diversity of organizations, people, solutions and challenges that contribute to the development of the iNADO community. Through our theme and agenda, we will explore practical issues in anti-doping such as how to include and consider the Athlete, education, intelligence and investigations, testing, code compliance, scientific innovations and research, as well as many other important topics.

Workshop Format

The 'in-person' Workshop will include a mix of plenary and breakout sessions with questions and discussion highly encouraged. We hope this format will offer more interaction and high-quality discussions for our participants. Presentations will be available on our website after the Workshop.

Registration for Speakers and Moderators

Speakers and moderators are not required to pay registration fees, and your registration is in addition to any free allocated spaces. Please contact info@inado.org if you are unsure or require further information.

PRACTICAL INFORMATION

Registration and Attendance

All participants must register before the workshop (see **important dates**). All registrants will receive their accreditation upon arrival at the Workshop venue.

Catering

Coffee and tea will be provided in designated areas during the breaks. Water fountains are available onsite. Each registrant will be provided with a lunch voucher which can be used to obtain lunch at the cafeteria.

Drinks Reception

iNADO invites all attendees to celebrate the close of the workshop and enjoy a final chance to network at a complimentary drinks reception.

Language

All plenary and breakout sessions will be conducted in English.

Program

To limit our environmental impact, only a 1-page printed Program summary will be available onsite. A detailed Program will be available online in a digital format.

Presentations

Following the Workshop, all presentations will be available on the "2024 Workshop" page on the iNADO website. Any speakers who do not wish their presentation to be shared on the iNADO website, please contact info@inado.org prior to the start of the Workshop.

Photography & Video

By registering for the event, you agree to the use of the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity or other purposes of iNADO.
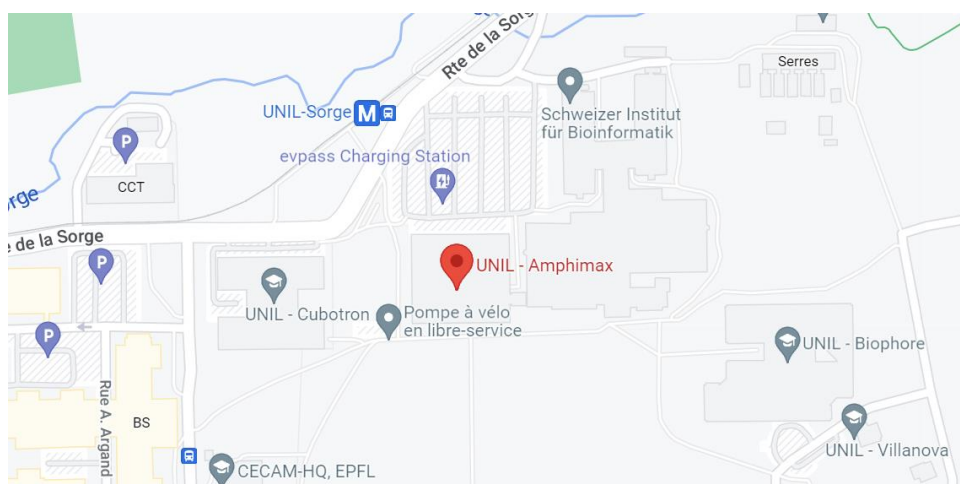
Entry Visa

Any participant requiring a visa to enter Switzerland is responsible for obtaining their entry visa. For the list of nationalities requiring an entry visa, please consult the Swiss Federal Office for Migration website. iNADO is able to provide a formal letter of invitation to the Workshop, if requested. Please contact info@inado.org.

VENUE, TRANSPORTATION & ACCOMODATION

Venue

The Workshop will be held in the Amphimax building at the [University of Lausanne (UNIL) Amphimax](#) in Lausanne, Switzerland with the support of the Center for Research and Expertise in anti-Doping sciences (REDs).

The address: UNIL Amphimax, Rte de la Sorge 9, 1015 Lausanne, Switzerland

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Transportation

The venue can be reached easily by public transportation.

Metro: **M1** can take you to the "UNIL-Sorge" station within 100 meters of the Amphimax.

Accommodation

Hotel accommodation in Lausanne is limited, therefore we recommend early booking. Online hotel bookings can be made through [WADA's 2024 Annual Symposium hotel booking platform](#).

Travel Costs

All participants, including speakers and moderators, must cover their own expenses related to transportation, accommodation, meals (outside of the Workshop), travel medical insurance and any other miscellaneous costs, unless previously agreed with iNADO.

IMPORTANT DATES

Registration	
Date	**Item**
13 December (00:00 CET)	Registration Opens
1 February 2024 (23:59 CET)	Deadline for **Early Bird Registration** (members only - free)
12 February 2024 (23.59 CET)	Deadline for **Regular Registration** (members & non-members – EUR 85.00 pp)
28 February 2024 (23.59 CET)	Deadline for **Late Registration** (members & non-members – EUR 130.00 pp)

Speakers	
Date	**Item**
5 February 2024	Speakers to return **Speaker information form**
6 March 2024	Speakers **submit final presentation file** to iNADO
14 March 2024	**iNADO 2024 Annual Workshop**

*All presentations submitted by Speakers will be loaded onto a Master file and will be loaded and ready to use at the Workshop.