

Q&A Procedures

To ensure that as many participants as possible have the opportunity to ask a question in the Q&A session at the annual meeting, the following procedures have been adopted.

The Chair will enforce these procedures:

- The Q&A session will occur at the conclusion of the formal presentations.
- Simultaneous French translation will be available during the presentation, however the presentation materials will be in English only. If you would like to hear the translation, please request a headset.
- When a question is asked in French, there will be a slight delay so that it can be translated.
- There will be two microphones available for participants. The Chair will invite questions, alternating between the two microphones.
- A 60-second time limit for each question will be strictly enforced.
- An orange light will indicate the 45-second mark, providing a caution that the time is almost over. A red light will come on at the 60-second mark, at which time the microphone will be turned off.
- Participants are encouraged not to use the 60 seconds for preliminary remarks, but to proceed to their question. If a participant does not pose a question within the allotted time, he or she will have forfeited the opportunity to ask a question at that time and must proceed to the end of the line to participate again.
- Only questions, not comments, will be responded to by the Chair or the executives.
- Participants must return to the end of the line to ask additional or supplemental questions.
- Questions will be answered only once. Repeated questions will not be answered.
- Answers from the Chair or the executives will be brief to provide more opportunity for participants to ask questions.
- The Q&A session will end promptly at the 45-minute mark.