

Briefing Book for the Minister

XL ELECTRONICS CONSORTIUM LTD.

4825 Boulevard St-Laurent, Montréal

Thursday, April 15, 2004

Meeting With the XL Electronics Executive Committee

13:40 to 15:15

Your Presentation on Government-Industry Collaboration

SLIDE DECK FOR YOUR PRESENTATION

Attached is a copy of the deck you will be presenting. It will be loaded in a computer and ready for your presentation when you arrive.

Each slide in the deck is followed by your speaking notes for that slide.

[Insert a colour printout of the deck along with the speaking notes. Each slide in the deck should be followed by the speaking notes that relate to that slide.]

Speaking notes should be presented in an 18-point Times New Roman font. The line spacing should be set to 1.5. There should be one blank line between paragraphs.

You should allow 100 to 150 words for each minute of the speech, depending on how quickly the user speaks.

Some speeches are used with a slide deck. In such cases, interleave the speech with printouts of the slides. The text that relates to each slide should follow that slide.

Remember to put a CD of the deck in the briefing book as a back-up.