

Briefing Book for the Minister

XL ELECTRONICS CONSORTIUM LTD.

4825 Boulevard St-Laurent, Montréal
Thursday, April 15, 2004

Signing Ceremony
16:30 to 17:40

YOUR SPEECH

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 50 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.