

Speaker Presentation Expectations and Guidelines

SupportWorld Live brings together the best of the best—the best speakers, the best vendors, and the best networking and social activities all. Our goal? To provide you an educational experience facilitated by only the most respected minds in the industry so you can return to office with a solid action plan and valuable business contacts. Our attendees have high expectations that you will offer them relevant, impactful content that they can use immediately.

Please consider these guidelines as you prepare your presentation.

Get to the point:

- Most sessions are 60 minutes long. Spend just a couple of minutes introducing yourself, your topic, and the context of your session. If you are giving a case study, avoid the temptation to tell the audience everything about your company. Give them enough information to understand your unique situation and the basis for your case study focus. Lunch and Learn sessions are 45 minutes long.
- Spend about 45 minutes presenting your content. Dedicate about 3 minutes building the bridge between the content you have shared and realistic next steps the attendees can take to implement what they have learned. Reserve 10 minutes for Q&A.
- Refrain from personal or sales promotion. This is an *educational* conference, not a marketing performance. Our guests expect your professionalism, and we treat a "promotional" complaint with the utmost concern.

Before you arrive at the conference:

- Review all of the sessions on your track, taking note of the specific content of the sessions that precede and follow yours. This step will reduce redundancy between sessions and help you focus exclusively on your core topic. You do not have to cover the entire support spectrum, just your specific topic.
- Practice your presentation out loud at least two times in front of a group.
- Provide as much concrete information as you can, connection theory with best practice and your experiential knowledge.
- SupportWorld Live is an international conference. Our audience is a multicultural group that comes from all 50 states, Canada, Mexico, and 25 other countries representing all continents around the world. Please be respectful of this diversity and refrain from making value judgments about international issues.

Submit your presentation slides for publication:

- Presentation materials are critical to the conference customer's satisfaction with the event. One common reason a session receives poor evaluations is the speaker's failure to submit appropriate, content-rich, and complete presentation materials.
- One week prior to the conference, we will publish the handouts in the conference app - for attendee access only.
- PowerPoint presentations are the required standard for all sessions. Electronic copies of your presentation materials are required.
 - Submit your PowerPoint presentation in .ppt and/or .pptx format.
 - Maximum File Size: 32 MG
 - SupportWorld Live PPT template is required on all slides
 - Font Size: 20pt or larger; 24pt suggested
 - 16:9 (widescreen) format required
 - Last slide: Must use the template that reads "Thank you for attending this session."
- We reserve the right to cancel a presentation if materials are not submitted.

Submit your PowerPoint slide presentation:

- Please submit your presentation directly to the conference manager (Kathleen Harinski, kathleen.harinski@informa.com).
- Make sure to label your presentation in the following format: session###-firstname-lastname (ex: session801-john-smith)

The content of your materials:

- Your presentation materials must be content-rich and free from any sales, marketing, or other inappropriate commercial content.
- Speakers are responsible for obtaining permission to use any copyrighted materials.
- We reserve the right to remove any content we feel violates copyright laws and any content that we consider inappropriately promotional. We will notify you in advance if we make changes to your submitted materials.