

FABTECH Speaker and Presentation Guidelines

Speaker Responsibilities Prior to Conference: Submission of Abstract

- Confirm abstract submission and complete all required fields.
- Sessions times are in 30 minutes to 60 minutes sessions and may be “paired: with other presenters and subject to final programming schedule.
- Submission does not guarantee inclusion in the conference.
- All submissions must be electronic.
- Multiple proposals may be submitted but must be sent individually.
- Proposals missing required information will result in delay and may lead to rejection.
- If submitting a proposal on behalf of someone else, enter the information as accurately as possible.

Speaker Introductory Biography

Keep your biography professional, friendly, and short enough that can be read aloud in 1 to 3 minutes. When you prepare your biography, make sure it answers the question: “Why am I qualified to speak on this subject?” Good biographies build credibility. Feel free to include something unique, fun or personal about yourself.

Presentation Description

Your presentation description may be posted on the conference website and other printed marketing materials. Please be sure that your presentation description is clear, concise, and accurate. The description should include the key session learning objectives.

Accepted as FABTECH Speaker (Responsibilities)

- Log into Harvester Speaker Management system when admin assigns and completes all speaker checklist items.**
- Check bio, photo and all personal information (This will be promoted on the web)**
- Download FABTECH branded PowerPoint Template.
- Download Speaker marketing kits.
- Submit final PPT presentation by due date assigned in Harvester Speaker Management system.
- Should you need to cancel, after acceptance you must provide a replacement speaker.

Speaker Responsibilities at Conference

- Upon arrival, please **check in at the assigned conference headquarters** to pick up your badge, and speaker packet.
- Please arrive at least 15 – 20 minutes prior to the beginning of the session.
- Bring your own Laptop with your presentation loaded and ready and be prepared to set up in room before the presentation starts.
- It is important that all speakers stay on time.
- Remember that FABTECH prohibits speakers and or attendees from taking photos, videos, or audio recordings of speakers presenting their slides in all meeting session rooms.
- Notify management ASAP if another presenter did not show for their allotted time.
- Please read the announcement placed on the podium to welcome attendees.
- Please remind attendees to fill out FABTECH surveys provided in the room.
- Speakers **must check-in** at assigned conference headquarters **BEFORE** the presentation session starts.

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Basic Presentation Guidelines

- Each presentation should remain within the allotted time for questions/answers. It is critical to stay on schedule so that attendees may move between sessions as needed.
- Make sure your presentation is representative of what was promoted to the attendees in the presentation description. If recent events cause you to divert from the promised agenda, let the audience know what you are speaking on and why.
- Do not use off-color jokes, sexist remarks, and racial, political, or religious references. Do **NOT** use humor at the expense of any members of the audience.
- Be conscious of the make-up of your audience. Your audience may come from different agencies, industries, professions, and geographical regions.

Prepare Attractive PowerPoint Slides

- Avoid complicated visuals that require extensive reading by audience members.
- Make visuals attractive and easy to understand.
- The conference room is large. Make visuals large enough to be read by a person sitting in the back of the room. Minimum font size should be 22 point for bullets and 16 points for legends and axis data.

Millennial and Gen Z Learning styles

- Relaxed and informal learning
- Active learning
- More visual / kinesthetic
- Hands on
- Group based learn style
- Real world examples, case studies - scenario examples
- Experiments / problem solvers
- Video and image-based presentations

A/V Equipment

- Plan to use your laptop (ready with your presentation loaded) for your PowerPoint presentations.
- A microphone, projector, screen, and podium will be provided for the speaker.

Commercialism Policy

- Promotion of any product or service within the presentation and/or through distribution of written promotional materials is **NOT** allowed.
- **NO** commercials. The purpose of this conference and your presentation is to educate.