

Slide Requirements

Please adhere to the following to ensure a consistent experience across the program:

Format: Use one of the following programs to prepare your slides: PowerPoint, Google Slides, or Keynote

Size: Slides must be designed in the 16:9 layout

Fonts: Use a common font like Arial, Open Sans, etc.

Required Slides: All presentations must include the following slides:

- **Slide 1:** *Title Slide* - Include session title, speaker name(s), job title(s), organization(s), and (optional) company logo(s)
- **Slide 2:** *Learning Objectives* - A summary of learning objectives and key takeaways attendees can expect from the session
- **Last Slide:** *Closing Slide for Q&A* - Include ways to connect with the speaker(s) following the session (may include company logo, as well)

Naming: Presenters must save their slide deck with the following naming convention: First and Last Name. If there is more than one speaker, please use the first and last name of just one of the speakers (doesn't matter which one).

Slide Deck Templates

You may use one of the following templates for your presentation: Click the logo to view the appropriate template.



Google Slides



PowerPoint - Use the Slides template (left); Go to File > Download as Microsoft PowerPoint (.pptx)

Slide Tips

- Keep slides clear and simple. Slides should support your words, not repeat the message, containing only the essential information or main discussion points.
- Limit the amount of text on each slide as well as the number of fonts and colors to ensure everything is legible.
- Avoid overly complex graphics but do include dynamic imagery. Short videos are great to show, not tell or sell.