



IMPORTANT DEADLINES

Sponsor will provide the following items and adhere to the deadlines indicated below;

ITEM	DEADLINE
<p>Speaker Pass Registration (only if Thought Leadership Sponsorship selected)</p> <ul style="list-style-type: none"> Event Organizer will provide Exhibitor with details how to Register for a Speaker Pass <p>Exhibitor Pass Registration (only if Exhibiting)</p> <ul style="list-style-type: none"> Event Organizer will provide Exhibitor with details how to Register for an Exhibitor Pass 	<p>Within 7 days of returning Sponsorship Agreement</p>
<p>1-Page Advertisement (only if included in Thought Leadership Sponsorship selected)</p> <ul style="list-style-type: none"> 1-page Advertisement Design File for Event App (JPG, PDF or InDesign File), Size (North America Events): 8.5" x 11" (US Letter), 0.25 inch bleeds, text and images converted to outlines Size (Outside North America Events): 210mm x 297mm (A4), 3mm bleeds, text and images converted to outlines Note: Advertisement is subject to review by Event Organizer and will not be included in Event App if not received by the deadline 	<p>4 weeks prior to Event Starting Date</p>
<p>PowerPoint Presentation Slide Deck (only if Thought Leadership Sponsorship selected)</p> <ul style="list-style-type: none"> PowerPoint Presentation Slide Deck to be uploaded to https://digimarcon.wetransfer.com/ (Widescreen 16:9 aspect ratio, Key files not permitted) Ensure PowerPoint slides guide attendees to easily follow your presentation while you are speaking and serve as a reference tool after the session 	<p>2 weeks* prior to Event Starting Date</p>
<p>* The Importance of Meeting Deadlines</p> <p>Out of courtesy for the Event Organizer who is saddled with the responsibility of coordinating hundreds of Speakers, alongside other parties, such as Staff, Volunteers, Attendees, Catering Teams, Security Personnel, Sponsors, Partners, Exhibitors, Audio-Visual Crew, Entertainment etc.), across multiple consecutive events, it is important that Speakers submit their PowerPoint Presentation Slide Decks by the agreed due date and not later. PowerPoint Presentation Slide Decks are usually reviewed by the Event Organizer one week before the commencement of the Event. Every PowerPoint Presentation Slide Deck needs to be reviewed individually for a quality check and then loaded in sequence (along with all the other Speaker Presentation Slide Decks) into the Presentation software on the shared PC Laptop to be used by all Speakers at the event. Due to other duties and logistics arrangements that have to be carried out, there is an absolute shortage of time for the Event Organizer to quality check and sequence a new updated PowerPoint Presentation Slide Deck after the agreed due date has passed. We would consider it unprofessional and inconsiderate to put the Event Organizer under undue stress and difficulty in the days leading up to the event, which is often the result when the outlined due date for the submission of presentations is ignored.</p>	