



## SPEAKER GUIDELINES

### SPEAKER REQUIREMENTS

Speakers agree to the following:

- To submit to the Event Organizer the final PowerPoint Presentation file by the due deadline.
- To provide all information, digital artwork, and materials related to the presentation to meet specifications.
- To be available to speak during any timeframe of the event as such will not request a change to the session time or day assigned.
- To be on time for his or her allotted presentation.
- Dress appropriately in business or business casual attire for their presentation.
- Fulfil their allotted presentation time slot and not go over-time.
- Presentation should be high quality, educational and informative in nature, which includes current, accurate and relevant information on the topic presented.
- Speech and conduct will be in a professional manner in every regard. This includes, avoiding jokes, references or innuendo of a sexual nature, references to individuals or groups by virtue of their membership in a particular religious, racial, or ethnic group that could be considered offensive, or use of profane language that could be considered offensive.
- Content and examples will be considerate of the cultural diversity of the audience.
- Respect Event Organizer as the host organization with either positive or neutral comments from the platform.
- Maintain an 'informational' opinion, objective and vendor-neutral, and not push a particular product or service before, during, or after presentation and further refrain from giving away or raffling any products or services during presentation.

### SPEAKER REGISTRATION CHECK-IN

It is mandatory for Speakers to check-in at the Registration Desk (VIP counter) at the following dates and times.

EVENTS	SPEAKER CHECK-IN DATE / TIME	REGISTRATION DESK LOCATIONS
DigiMarCon West 2023	If Speaking on: Wednesday, April 12 <sup>th</sup> , 2023 9:00am – 9:30am*	Loews Hollywood Hotel Mezzanine Level 1755 N Highland Ave, Los Angeles, CA 90028
	or If Speaking on: Thursday, April 13 <sup>th</sup> , 2023 9:00am – 9:30am*	
DigiMarCon East 2023	If Speaking on: Thursday, April 27 <sup>th</sup> , 2023 9:00am – 9:30am*	New York Marriott at the Brooklyn Bridge Hotel Golden Board Room Foyer (Second Floor) 333 Adams St, Brooklyn, NY 11201
	or If Speaking on: Friday, April 28 <sup>th</sup> , 2023 9:00am – 9:30am*	
DigiMarCon Midwest 2023	If Speaking on: Wednesday, May 3 <sup>rd</sup> , 2023 9:00am – 9:30am*	Soldier Field Stadium United Club 1 1410 Museum Campus Dr, Chicago, IL 60605
	or If Speaking on: Thursday, May 4 <sup>th</sup> , 2023 9:00am – 9:30am*	

DigiMarCon Rocky Mountains 2023	If Speaking on: Monday, May 8 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, May 9 <sup>th</sup> , 2023 9:00am – 9:30am*	Sheraton Denver Downtown Hotel Grand Ballroom Foyer (I.M. PEI Tower Second Level) 1550 Court Pl, Denver, CO 80202
DigiMarCon Pacific Northwest 2023	If Speaking on: Thursday, May 11 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, May 12 <sup>th</sup> , 2023 9:00am – 9:30am*	Four Seasons Hotel Seattle Ballroom Foyer (2nd Level) 99 Union St, Seattle, WA 98101
DigiMarCon Canada West 2023	If Speaking on: Monday, May 15 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, May 16 <sup>th</sup> , 2023 9:00am – 9:30am*	Paradox Hotel Vancouver Grand Ballroom Foyer (Third Floor) 1161 W Georgia St, Vancouver, BC V6E 0C6, Canada
DigiMarCon Canada 2023	If Speaking on: Thursday, May 18 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, May 19 <sup>th</sup> , 2023 9:00am – 9:30am*	Marriott Downtown at CF Toronto Eaton Centre Hotel Lower Ballroom Foyer 525 Bay St, Toronto, ON M5G 2L2
DigiMarCon California 2023	If Speaking on: Monday, May 22 <sup>nd</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, May 23 <sup>rd</sup> , 2023 9:00am – 9:30am*	Marriott Marquis San Diego Marina Hotel San Diego Ballroom Foyer (Lobby Level) 333 W Harbor Dr, San Diego, CA 92101
DigiMarCon South 2023	If Speaking on: Thursday, May 25 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, May 26 <sup>th</sup> , 2023 9:00am – 9:30am*	JW Marriott Houston by The Galleria Hotel Liberty Hall Lobby (Ground Level) 5150 Westheimer Rd, Houston, TX 77056
DigiMarCon Mid-South 2023	If Speaking on: Wednesday, May 31 <sup>st</sup> , 2023 9:00am – 9:30am* or If Speaking on: Thursday, June 1 <sup>st</sup> , 2023	Omni Nashville Hotel Broadway Ballroom Foyer (2nd Level) 250 Rep. John Lewis Way S, Nashville, TN 37203
DigiMarCon Great Lakes 2023	If Speaking on: Thursday, June 8 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, June 9 <sup>th</sup> , 2023 9:00am – 9:30am*	The Westin Book Cadillac Detroit Hotel Venetian Ballroom Foyer (Fourth Floor) 1114 Washington Blvd, Detroit, MI 48226
DigiMarCon New England 2023	If Speaking on: Monday, June 12 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, June 13 <sup>th</sup> , 2023 9:00am – 9:30am*	The Westin Copley Place Boston Hotel Staffordshire Foyer (Third Floor) 10 Huntington Ave, Boston, MA 02116

DigiMarCon Florida & Caribbean 2023	If Speaking on: Thursday, June 22 <sup>nd</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, June 23 <sup>rd</sup> , 2023 9:00am – 9:30am*	JW Marriott Miami Hotel Grand Ballroom Foyer (Level 5) 1109 Brickell Ave, Miami, FL 33131
DigiMarCon South Atlantic 2023	If Speaking on: Monday, June 26 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, June 27 <sup>th</sup> , 2023 9:00am – 9:30am*	The Westin Charlotte Hotel Providence Promenade (Lobby Level) 601 S College St, Charlotte, NC 28202
DigiMarCon Southeast 2023	If Speaking on: Thursday, June 29 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, June 30 <sup>th</sup> , 2023 9:00am – 9:30am*	The Westin Peachtree Plaza Atlanta Hotel 8 <sup>th</sup> Floor Terrace 210 Peachtree St NW, Atlanta, GA 30303
DigiMarCon Washington DC 2023	If Speaking on: Thursday, July 6 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, July 7 <sup>th</sup> , 2023 9:00am – 9:30am*	Park Hyatt Washington D.C. Hotel Gallery Ballroom Foyer (Gallery Level) 1201 24th St NW, Washington, DC 20037
DigiMarCon Silicon Valley 2023	If Speaking on: Monday, June 10 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, June 11 <sup>th</sup> , 2023 9:00am – 9:30am*	The Westin San Francisco Airport Hotel Westin Ballroom Foyer (Lobby Level) 1 Old Bayshore Hwy, Millbrae, CA 94030
DigiMarCon Hawaii & Pacific 2023	If Speaking on: Thursday, July 13 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, July 14 <sup>th</sup> , 2023 9:00am – 9:30am*	Hyatt Regency Waikiki Beach Resort & Spa Regency Ballroom Foyer (Second Level) 2424 Kalakaua Ave, Honolulu, HI 96815
DigiMarCon New Zealand 2023	If Speaking on: Monday, August 21 <sup>st</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, August 22 <sup>nd</sup> , 2023 9:00am – 9:30am*	Hilton Auckland Hotel Aquamarine Ballroom Foyer (Level 1) 147 Quay Street, Auckland CBD, Auckland 1010
DigiMarCon UK 2023	If Speaking on: Thursday, August 31 <sup>st</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, September 1 <sup>st</sup> , 2023 9:00am – 9:30am*	Sofitel London Heathrow Hotel Arora Suite Foyer (Lower Ground 2) Wallis Rd, Longford, Hounslow TW6 2GD, UK
DigiMarCon Ireland 2023	If Speaking on: Monday, September 4 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, September 5 <sup>th</sup> , 2023	The Westin Dublin Hotel The Banking Hall Foyer (Ground Level) At, College Green, Westmoreland St, Dublin, Ireland

	9:00am – 9:30am*	
DigiMarCon Spain 2023	If Speaking on: Thursday, September 7 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, September 8 <sup>th</sup> , 2023 9:00am – 9:30am*	W Barcelona Hotel Plaça Rosa Del Vents 1, Final, Passeig de Joan de Borbó, 08039 Barcelona, Spain
DigiMarCon Europe 2023	If Speaking on: Thursday, September 14 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, September 15 <sup>th</sup> , 2023 9:00am – 9:30am*	Johan Cruiff ArenA Stadium Plein van de Toekomst (Level 4) ArenA Boulevard 1, 1100 DL Amsterdam, Netherlands
DigiMarCon Australia 2023	If Speaking on: Wednesday, September 20 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Thursday, September 21 <sup>st</sup> , 2023 9:00am – 9:30am*	Accor Australia Millennium Room Foyer (Level 4, Eastern Stand) Edwin Flack Ave, Sydney Olympic Park NSW
DigiMarCon Southeast Asia & Singapore 2023	If Speaking on: Thursday, September 28 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, September 29 <sup>th</sup> , 2023 9:00am – 9:30am*	Marina Bay Sands Expo & Convention Centre Heliconia Ballroom Foyer (Level 3) 1 Bayfront Ave, Singapore
DigiMarCon India 2023	If Speaking on: Wednesday, October 4 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Thursday, October 5 <sup>th</sup> , 2023 9:00am – 9:30am*	The Westin Gurgaon New Delhi Hotel Westin Vatika Ballroom Foyer (Ground Floor) 1 Mg Road, Sector 29, New Delhi, NCR, Gurugram, Haryana 122002, India
DigiMarCon Middle East & Dubai 2023	If Speaking on: Wednesday, October 11 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Thursday, October 12 <sup>th</sup> , 2023 9:00am – 9:30am*	Hyatt Regency Dubai Hotel Seaside Entrance, Hotel Lobby (Ground Level) Al Khaleej Road, Deira Corniche, Deira - Dubai
DigiMarCon South Africa 2023	If Speaking on: Thursday, October 19 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, October 20 <sup>th</sup> , 2023 9:00am – 9:30am*	Hilton Sandton Hotel Hilton Ballroom Foyer (Lobby Level) 138 Rivonia Rd, Sandown, Sandton, 2196, South Africa
DigiMarCon Africa 2023	If Speaking on: Wednesday, October 25 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Thursday, October 26 <sup>th</sup> , 2023 9:00am – 9:30am*	V&A Waterfront Cape Town Avenue Conference Venue Avenue Conference and Event Venue Foyer (Ground Level) 40 Dock Rd, Victoria & Alfred Waterfront, Cape Town, 8001, South Africa

DigiMarCon Mid-Atlantic 2023	If Speaking on: Monday October 30 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, October 31 <sup>st</sup> , 2023 9:00am – 9:30am*	Loews Philadelphia Hotel Regency Ballroom Foyer 1200 Market St, Philadelphia, PA 19107
DigiMarCon Texas 2023	If Speaking on: Thursday, November 2 <sup>nd</sup> , 2023 9:00am – 9:30am* or If Speaking on: Friday, November 3 <sup>rd</sup> , 2023	The Westin Dallas Downtown Hotel Bluebonnet Ballroom Foyer (Second Floor) 1201 Main St, Dallas, TX 75202
DigiMarCon World 2023	If Speaking on: Monday, November 6 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, November 7 <sup>th</sup> , 2023 9:00am – 9:30am*	The Venetian Resort Las Vegas San Polo Ballroom Foyer (Level 3) 3355 S Las Vegas Blvd, Las Vegas, NV 89109
DigiMarCon Southwest 2023	If Speaking on: Monday, November 13 <sup>th</sup> , 2023 9:00am – 9:30am* or If Speaking on: Tuesday, November 14 <sup>th</sup> , 2023 9:00am – 9:30am*	Hyatt Regency Phoenix Hotel Regency Ballroom Foyer (First Floor) 122 N 2nd St, Phoenix, AZ 85004

#### \* The Importance of Speakers Checking in on Time

For a Conference to run smoothly it is vital that Speakers arrive at the Event at the designated Speaker Registration Check-in Time. This is for peace of mind for the Event Organizer, Speaker Relations Staff and Event Emcee. Failing to check-in on time will result in uncertainty to the Event Organizer who would be put under undue stress and would be inconsiderate and unprofessional. If for some reason the Speaker cannot arrive at their designated check-in time, (such as interstate travel times) we expect that they will notify the Event Organizer prior to the event and provide an accurate time when they expect to be able to check-in on the date of their presentation.

## SPEAKER SEATING & BRIEFING

Speakers will have a reserved seating area near the platform for convenient access. It is mandatory for Speaker to arrive at the reserved seating area for the Session they are speaking a minimum of 30 minutes prior to the published Session start time to become familiar with the location of the Event Emcee and meet the Audio-Visual Technician who will go over Speaking Reminders and Procedures.

## SPEAKER TIME KEEPING

Speakers should allow a couple of minutes in the assigned time slot for the Event Emcee to introduce you. Be familiar with the location of the Time Keeper and regularly check for your time management to ensure you do not go overtime.

## AUDIO-VISUAL EQUIPMENT AVAILABLE

The Event Auditorium is equipped with the following standard audio-visual equipment;

- Shared PC laptop with Microsoft PowerPoint Application
- Digital Computer Projector with Screen with cabling to shared PC laptop
- Lectern
- Headset Microphone with Belt-pack
- Wireless Remote Control to advance and reverse your PowerPoint slides
- Internet will not be available for speaker presentations. No exceptions.

**Note:** Speakers cannot use their own laptop. PowerPoint Presentation Slide Decks will be sequenced in advance (prior to the Event days) with SlideDog Presentation Software on the shared PC laptop to facilitate a smooth transition from one speaker to the next and avoid disruptions. Speakers will not be able to check or make any changes to their presentation on the day of their session.

## POWERPOINT PRESENTATION GUIDELINES

Please follow the guidelines below when preparing your presentation.

### General

- Keep your message clear and brief.
- Keep the colour scheme consistent throughout your presentation.
- Consider a format that is a skeletal outline of the keynote presentation
- Include visual aids (graphs, tables, illustrations) in PowerPoint slides whenever possible that can be easily viewed in a large room
- Lines that are used for emphasis should be bolder than background lines or borders.
- Use contrasting text and background colors (e.g. white text on black background).
- Paragraphs should be clearly separated using a blank line.
- Lists should be organized using figures, dashes or bullet points. Please keep in mind that graphics and charts must be read from a considerable distance.

### Text

- To ensure your presentation is easily visible from any seat in the room, please use the following minimum font sizes:  
Title: Bold Typeface minimum 40 pt size  
Subtitles: Bold Typeface minimum 32 or 36 pt size  
Text and Figures: Bold Typeface minimum 24 or 28 pt size  
Note: San- Serif fonts e.g. Arial or Verdana are easier to read in a large room
- Use dark primary colours for text.
- Use upper and lower case text (avoid ALL CAPITALS – it is very difficult to read).
- Use contrasting text and background colors (white or yellow text on blue or black background).
- Avoid using the color red as it tends to bleed into the background and is generally difficult to read.

### Graphics

- If your original graphs and graphics are too detailed or condensed they should be converted to a clearer, simpler format.
- Limit the use of clip art.
- Be careful with screen shots – when viewed on full-screen they will look different.

### Layout

- Keep the slides simple. Too much information on slides makes them hard for attendees to read/see.
- The 6x6 readability rule: no more than six words per line and six lines per page (i.e., Arial font size 40).
- Try to keep all text horizontal, even with charts.

### Effects

- Use the 'text-build' feature to stop the audience reading ahead of you.
- Do not include audio sounds such as bells, whistles, zooming sounds etc.
- Movies (AVI or MPEG files) should be embedded in the presentation.

### Technical Requirements

- PowerPoint presentation must be Widescreen 16:9 format.
- Only PowerPoint presentations are accepted. Please note that only single projection will be available.
- Do not include live links to the Internet. If you wish to show web pages use screen shots within your PowerPoint presentation.
- If your PowerPoint presentation contains audio, video or unusual files, you must inform the Event Organizer in advance to ensure the necessary technical arrangements can be made.
- Presentations will be saved and run from a computer in the session room. You will still be in control of moving your slides back and forth.

- At the end of your presentation move the slide to the transition slide that is after your presentation.
- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Attempt to limit file size to 25 MB and less. Photos for slides can be compressed and saved in a lower resolution.
- Disable any automatic advance timer on your file.

## **VIDEO OF PRESENTATION**

The video of Speaker's presentation will be made publicly available on Event Organizer's official websites and Vimeo and/or YouTube account approximately two weeks after the completion of the Event.

## **SLIDE DECK OF PRESENTATION**

The slide deck of Speaker's presentation will be made publicly available on Event Organizer's official websites and SlideShare account approximately two weeks after the completion of the Event.



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