

Tips for Speakers

DATES TO REMEMBER

- January 31, 2025** Registration/Speaker's Permission and Release Agreement
- February 3, 2025** PowerPoint **DRAFT** presentation uploaded to Speaker Resource Center.
- March 3, 2025** PowerPoint **FINAL** presentation uploaded to Speaker Resource Center.
- May 6 - 8, 2025** **See you in Phoenix, AZ**

PREPARATION

The blend of the audience should be taken into consideration when building any level of technical detail into your presentation and the content must reflect and support the topic description. Please remember that the primary purpose of the IUCX Conference is to provide **informative & educational** presentations that are unbiased and non-commercial. Workshops are not a forum for selling a product or service.

Please watch this video: <https://www.youtube.com/watch?v=OYtdXzPRO5M&feature=youtu.be>

YOUR PRESENTATION

- ◆ USE Widescreen 16:9 size
- ◆ Workshop attendance usually ranges from 50 to 150 so visuals need to be easily seen from the back of the room.
- ◆ Please use **nothing smaller than a 24-point font. Verify that the fonts and colors work well together and that the background and the letters are complimentary.** Yellow on blue or white on blue are good examples of easy-to-see color combinations.
- ◆ We recommend using 6 lines or less per slide – they are key points – not the whole story.

A Planning Committee member will be available in your workshop to greet you, answer any questions you may have, and make your introduction. Your presentation should be educational and not a promotion. The audience is very interested in your information and perspectives please don't disappoint them by pitching your product or promoting your

company. Know and engage your audience. Try opening with a question to find out the background knowledge of the attendees in the room. You can gauge from their response how much background information to provide.

- Each workshop speaker has been allotted **60 minutes**.
- Panelists and co-presenters need to coordinate the timing of their presentations with the Conference Planning Committee member.
- Plan five minutes or less for a brief history of you and your company
- Plan on allowing approximately ten minutes at the end of your presentation for questions. Inform the audience that time will be allotted at the end of your presentation for any questions they may have.
- Time your presentation prior to the Conference, and, if necessary, narrow your topic to cover a more specific area. Don't try to cover too much ground. Test your presentation on a co-worker first. Practice, practice, practice.
- Use the laptop instead of the screen if you need to read a portion of your presentation. Know your presentation. Focus on the key objectives.
- Explain all acronyms. Some members of the audience could be new to their position and may have never heard of them.
- During the question-and-answer portion of your presentation, repeat each question before answering it.
- Information presented on slides should be in outline format. Bar graphs, pie charts, spreadsheets and photographs all provide strong visual enhancement. Cover the additional details in your speech. **Be certain all visuals and colors are large enough and easily seen from a distance. 24-point font or larger.**
- For More Tips, watch this video:
<https://www.youtube.com/watch?v=OYtdXzPRO5M&feature=youtu.be>

EQUIPMENT

The following equipment will be provided in each workshop:

- Laptop Computer. Pre-loaded with your presentation, tested and ready for use. All you need to do is click on the desktop icon associated with your name. Our Audio/Visual team will be in the area and can aid if needed.



May 6 - 8, 2025
Phoenix Convention Center
Phoenix, AZ

- Sound equipment including a podium and lavalier microphone.
- LCD (data show) projector with large screen.
- **NOTE:** Internet access will not be available. If you are utilizing audio, video files, etc. please make sure that you embed in deck and upload the mp4 file separately.
- A Speaker Ready Room will be available on-site (Tue - Thur) to allow speakers to try out the equipment. Your presentation will be on the laptop for practice and to make sure the presentation is your final version.

PRESENTATION SUBMISSION

Please submit to Tami Teer at: IUCX: tteer@iucx.org

Your first draft presentation must be uploaded to the SPEAKER RESOURCE CENTER NO LATER THAN Feb 3, 2025.

Presenters should use the IUCX PowerPoint slide template for their opening and closing slides.

Opening Slide should contain: Title of presentation and names of presenters

Closing Slide should contain: Names of presenters and contact information if you wish)

Utility logos may be used on each slide; however, vendor logos must be limited to open and closing slides ONLY.

Your draft will be made available to your assigned Planning Committee Member for review and suggestions. If revisions are needed, **a FINAL copy of your presentation should be submitted in PowerPoint format (using the PowerPoint template provided) to your assigned Planning Committee Member NO LATER THAN March 3, 2025.**

PRIOR TO AND AFTER CONFERENCE ACCESS TO PRESENTATIONS

Shortly before and after conference, IUCX will post a PDF of your PowerPoint on our secure web link for attendees to access.