

Presentation Information and Template

Presentations are due Monday, April 22.

Submit Your Presentation

Once you have your final presentation ready to submit, please follow these steps:
Name your file with the format of LastName-SessionTitle.ppt. For longer Session titles, please abbreviate.

Example:

Speaker Last Name: Tirschel

Session Title: 6 Tips for Creating a Successful Presentation

File Name: tirschel-6Tips.ppt

If your presentation is a large file, please compress it into a .zip file.

Once your file is saved and ready, please email to katie.tirschel@ubm.com

If you encounter any issues or the file is still too large, please contact [Katie Tirschel](#) for an alternative submission method.

Standard Audio/ Visual Set

B4B will provide microphones, a presentation computer, projector, screen, sound system, and internet connection. If you have any additional A/V request(s), contact [Katie Tirschel](#) prior to April 1. If you wish to record your presentation, please contact [Katie Tirschel](#) for specifics on our video and audio recording policies.

Make sure to bring a copy of your presentation with you on-site.

No sales/promotional handouts are to be distributed in the conference areas (including outside meeting rooms)