Speaker Timeline / Checklist

Send all forms and handouts to Holly Carson at hcarson@caionline.org.

	Task	Due Date
	CAI Annual Conference and Exposition Community NOW	May 8-11, 2024
☐	Fill out Speakers Agreement Form – Online.	March 29, 2024
☐	Biography: CAI will use the biography that was submitted with the proposal. If you prefer to use a different biography, please provide that in the Online Speaker's Agreement form.	March 29, 2024
☐	FINAL: Email your final materials/PowerPoint to Holly Carson – hcarson@caionline.org. This will allow CAI to add to the Platform in time for the live event.	April 22, 2024
☐	Register for the Annual Conference with Speaker's discounted registration form ($369 for speakers); You can **register online** and use the Discount Code: **AC24SPKRNV** - in the shopping cart. Or contact Jay Barr, jbarr@caionline.org	ASAP
☐	Communicate with other members of your presentation group	On-going
☐	Practice your presentation.	On-going
☐	Stop by the registration desk at the Conference to pick-up your badge, ribbons and other information to make your time at the conference productive and enjoyable. (Registration opens Wed., 12-7 p.m.)	Upon arrival
☐	Follow up with attendees who request additional resources or answers to questions.	Post-Conference

Specifications for Presentation Handouts

Please email your draft and final materials to Holly Carson at hcarson@caionline.org:

- **FINAL** handouts by **April 22, 2024**

All handouts must be reviewed before considered final. It is critical that handouts be turned in on time, as they will be included in the Conference Platform/APP and the Online Document Library that is published before the event.

Send your presentation handouts electronically as a Word, Excel, and/or PowerPoint document.

Handouts are due:

- FINAL - April 22, 2024 - Upload your **Final Materials with your NAME in the Title to** 📄 **2024 Conference Speaker FINAL Materials folder** in Dropbox

Remember to incorporate the description blurb from the brochure into your presentations. Attendee feed-back indicates that when they can relate the education sessions to the information they received in advance, their overall satisfaction is greater.

In addition, be sure that all handouts conform to the following guidelines:

- **DO NOT** include any company logos
- Set top and bottom margins at a minimum of .75 inch
- Set left and right margins at a minimum of .75 inch
- Use a font size of at least 12 point
- Single-space text
- Use Microsoft Word, Excel, and/or PowerPoint (Contact Holly Carson if this is a problem).
- **YOU MUST** use the PowerPoint Template provided by CAI

Specifications for PowerPoint Presentations

CAI has provided a PowerPoint template for your use:
- Final due **April 22, 2024**

The template was designed to enhance the quality of your presentation for the attendees and to link the presentations to the conference theme.

Do not place any company logos on PowerPoint slides. Our attendees appreciate expert and professional education sessions and will have access to your information should they wish to contact you for business reasons. On that same note, attendees are sensitive to anything that appears to be a "sales pitch" and tend to react negatively toward those presentations. A relevant, coherent, interesting presentation is the best sales pitch!

Please also refer to the tips on effective PowerPoint presentations when developing your slides. The tips will help you get your point across, enhance the value of your presentation, and make the handouts for the Resource Guide more valuable.

Specifications

Cover slide
Title of session: 48 pt. Arial (white)
Name(s) of speakers: 32 pt. Arial (white)

Sample slide
Headline: 44 pt. Arial (black)
Second level: 20 pt. Arial (black)

The file provided will be a PowerPoint template (.pot). When opened, it will appear to be a brand new document, so it is possible to return to the original if necessary.

We do not recommend using more text on a slide than is shown in the demo. The presentation will be easier to see when projected using white or light-colored text on a dark background per the template, but for printing purposes, handouts should be provided in black and white (a white background with black text).

Tips on Highly Effective PowerPoint Presentations

Effective PowerPoint Slides

- Use design template

- Include only necessary information

- Limit the information to essentials

- Content should be self-evident

- Too many slides can lose your audience

- No company logos

Text guidelines

- Generally no more than 6 words a line

- Generally no more than 6 lines a slide

- Avoid long sentences

- Larger font indicates more important information

- Words in all capital letters are hard to read

- Avoid abbreviations and acronyms

- Limit punctuation marks