# DISTRIBUTECH® INTERNATIONAL

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**Deadlines**

**FINAL Presentations Due: February 16, 2024**

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**FINAL presentations are optional but encouraged for ALL speaking sessions.**

All final presentations will be made available as part of the conference proceedings beginning the opening day of the conference program, February 27, 2024. All full conference attendees will receive an email with a link where they can download the presentations during or after the conference.

Our system supports only one downloadable asset per session. If you have more than one presentation per session, you will need to add the files to a zip folder and then upload.

## Submission Guidelines for *Presentations*

- DISTRIBUTECH® 2024 Power Point slide templates must be used for opening and closing slides
  - Template Link: https://www.distributech.com/education/speaker-hub
- Your opening slide should contain:
  - Title of presentation as listed in the program
  - Name(s) of presenter(s)
  - Date of presentation
- Closing slide should contain:
  - Name(s) of presenter(s)
    Email address(es) and/or phone number(s) of presenter(s)


- Utility logos may be used on each slide, however, *vendor logos must be limited to the opening and closing slides ONLY*.
- Be sure your presentation covers the title/topic of the presentation.
- File size cannot exceed 2GB.

# How to Upload your FINAL Presentation

1)  *Convert file to PDF if possible.*

2)  *Log in to your Dashboard using your email and password to upload your FINAL presentation. Please use the following link to login: DTECH Speaker Dashboard*

3)  *Once logged in, click on the title of the session you would like to upload content for. If you have more than one file to upload, please add them to a zip folder and then upload as only one presentation per session will be available for attendees to download.*

4)  *Within the pop-up window, add your file by either dragging and dropping or selecting the file from your computer.*

    a.  *TYPE: Content type should be set as Presentation.*
    b.  *VERSION: If you need to update any previously uploaded files, select the old file under "Version".*

5)  *When you are finished, click the orange "Upload" button.*
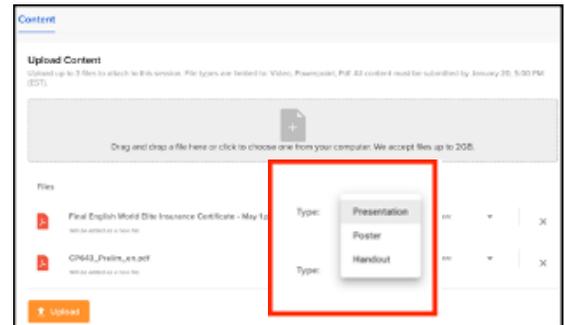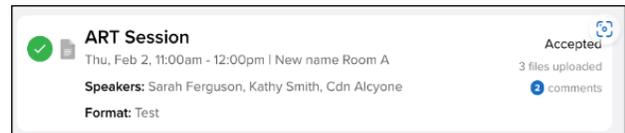
If you have any issues or questions, please contact Conference Manager, Sarah Toews, sarah.toews@clarionevents.com.