HYDROVISION
INTERNATIONAL

July 12-14, 2022 ~ Colorado Convention Center ~ Denver, Colorado

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Deadlines
Rough draft of slides is due on June 3, 2022
Final draft of slides is due on July 1, 2022

PowerPoint slides are encouraged for all primary presenters in each individual session. Panelists are not required to provide Power Point slides but may do so if they prefer.

Presentations will be viewed by the moderator or session chair within 30 days of your scheduled presentation. The moderator or session chair will make contact with the primary presenter to go over the presentation and make any necessary recommendations.

Presentations will be made available as part of the conference proceedings beginning the opening day of the conference, July 12, 2022. Attendees of the conference will be given a password to access the presentations from our website.

Once your presentation has been reviewed by your moderator and you feel the need to upload a revised one, simply upload the new version and add REV and the date (Ex. Toews_REV_031821) to the title so we know which is the newest one. The older presentation will be removed.

Individual Presentation Guidelines

- Please keep introductions to a maximum time of 1 minute.

- Presenters should use the HYDROVION 2021 Power Point slide template for their opening and closing slides. The slide can be found on the Speaker Hub page, https://www.hydroevent.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)

- ***Vendor logos must be limited to the opening and closing slides ONLY.***

- Be sure your presentation covers the title/topic of the presentation.

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- Keep font size to a minimum of 24 point. Beware of using elaborate fonts since they may not be available on computers used at the conference. We recommend universal fonts such as Arial or Times New Roman which are clear and easy to read as well.

- Beware not to place too much information on one slide. We recommend keeping verbiage to less than 6 lines per slide. Use the slides as a guideline, not to tell the whole story! Include visuals in your slides.

- Limit your number of slides to approximately 15, depending on amount of content, per 20-minute presentation.

- Be sure to leave time for attendees to ask questions.

- Focus on actual case studies and visuals, not all theoretical.

- Less busy graphs and more practical suggestions

Guidelines for *Uploading* your Presentation

1) Convert slides to PDF.

2) Log in to the Speaker's website at https://events.pennwell.com/hvi2022/Public/MyBriefCase.aspx?From=Speaker with your email and password. *Because presentations will be associated to the primary presenter on the website, it is essential that the presentation be uploaded under the email of the primary presenter (Speaker).*

3) You will see a listing of each presentation you are assigned to give. In the far-right column click on "Upload Presentation" for the appropriate presentation.

4) In the first box, enter the speaker's last name, today's date and the word Draft (i.e., Toews113019Draft). If this is your final, simply label it as such instead of Draft (Toews120119Final). This way we know which presentation to delete when bringing them live for attendees.

5) Browse to upload the presentation. Click Submit.

6) If done correctly, you will see at the top of the page "Handout file saved successfully".

   IMPORTANT: For presentations larger than 10MB, first try converting Power Point slides to PDF and upload. If the file is still too large contact Sarah Toews at sarah.toews@clarionevents.com for further instructions.

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