

### UU Deadlines

Utility University Course Presentation/ Handouts: February 16, 2024

### UU Course Guidelines

Presenters should use the DISTRIBUTECH<sup>®</sup> 2024 Power Point slide template for their opening and closing slides. The template can be found on the Instructor Hub page.

- Your opening slide should contain:
  - Title of presentation as listed in the program
  - Name(s) of instructor(s)
  - Date of presentation
- Closing slide should contain:
  - Name(s) of instructor(s)
    - Email address(es) and/or phone number(s) of instructor(s)
- Utility logos may be used on each slide, however, **vendor logos must be limited to the opening and closing slides ONLY.**
- 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.
- Use real-world examples
- Include fundamental basics, like acronyms and their definitions

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### Guidelines for *Uploading* your Presentation and Course Handouts

- 1) Convert slides to PDF.
- 2) Properly label file with your course number (ex. UU101). Please do not upload unfinished or draft files.
- 3) Log in to [your Dashboard](#) using your email and password to upload your FINAL presentation/ handout.
- 4) PLEASE NOTE THAT IF YOU HAVE MORE THAN ONE FILE, YOU WILL NEED TO COMBINE THEM INTO A ZIP FOLDER AND UPLOAD IT. THIS ENSURES THAT THE FILES CAN BE PULLED THROUGH TO THE WEBSITE FOR COURSE ATTENDEES TO DOWNLOAD.

# DISTRIBUTECH<sup>®</sup>

## INTERNATIONAL

a. For how to create a zip folder, here are some helpful links:

<https://www.youtube.com/watch?v=lpn-T5Um3d4>

<https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5>

5) Once you select “Submit Final Presentation”, select the paperclip to upload your presentation. After file has been added, select “Submit”.

**ALL COURSE MATERIALS DUE: FEBRUARY 16, 2024**

**If you have any issues or questions, please contact our Conference Manager, Sarah Toews at [sarah.toews@clarionevents.com](mailto:sarah.toews@clarionevents.com).**