Final presentations are due on **January 16th, 2026**, and should be uploaded to the speaker portal. The purpose of uploading your presentation is so that attendees will be able to download your presentation during or after the conference.

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*PRESENTATIONS WILL NOT BE PRE-LOADED IN THE ROOMS AND ALL SPEAKERS SHOULD BRING THEIR PRESENTATIONS ON A THUMB DRIVE OR THEIR OWN COMPUTER TO BE DISPLAYED ON THE SCREENS.*

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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**

- DTECH® 2026 PowerPoint 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 portal using your email and password.
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.

- TYPE: Content type should be set as "Presentation."
- 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 Haley Isler, Conference Coordinator, haley.isler@clarionevents.com.