

UU Deadlines

Utility University Course Presentation/ Handouts: January 16, 2023

UU Course Guidelines

Presenters should use the DISTRIBUTECH[®] 2023 Power Point slide template for their opening and closing slides. Slide can be found under our Speaker Hub page at <https://www.distributech.com/utility-university-instructor-hub>

- 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

Guidelines for *Uploading* your Presentation and Course Handouts

- 1) Convert slides to PDF.
- 2) Properly label file. Label should be written in the following order:
 - a. FINAL UU Course#
 - b. Presentation (Pres.) **OR** Handout

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c. Last Name and date

If label is done correctly, it should read as follows: FINAL UU202 Presentation Cecere 9/22

d. You may use spaces, _ , or – to separate each word (EX: FINAL- UU202_Handout_Cecere 9/22)

Please DO NOT send unfinished or DRAFT files

3) Send file via email to Gabriella Cecere, Conference Coordinator, gabriella.cecere@clarionevents.com

4) Confirmation will be sent once uploaded. Please wait 2-3 business days for notification.

IMPORTANT!

For presentations larger than **10MB**, please convert your PPT Slides to a PDF before uploading.

If you have any issues or questions, please contact our Conference Coordinator, Gabriella Cecere at Gabriella.Cecere@clarionevents.com.