

## BIO-Europe Spring - In-Person Presenter Guidelines

If you have any questions, please contact Olivia Giuliana at [oguiliana@ebdgroup.com](mailto:oguiliana@ebdgroup.com)

### Pre-Event Preparation

#### Presentation Timings

- » All company presentation slots are strictly limited to 15 minutes for Biotech and Midsize Pharma presentations and 10 minutes for Next Generation and Academic Innovator presentations, which includes the introduction of your company and getting to and from the podium.
- » Presenters should plan on speaking for either **14 or 9 minutes**, dependent on your presentation type.
- » Q&A is not allowed in the interest of time.
- » We recommend that presenters consider limiting their slide decks to one slide per minute.

#### Presentation Format

- » Please upload your presentation [here](#) by the Friday before the in-person event dates.
- » Presentations can be in either Microsoft PowerPoint or PDF. If your presentation was prepared on an Apple Mac, please take extra care when reviewing at the Presenter check-in room before your scheduled presentation time.
- » All presenters should bring a backup copy of your presentation with you to the conference on a flash drive.

**NOTE:** all presentations should be titled with your company name

### Onsite Information

#### Presenter Check-in

- » All presenters are asked to go to the speaker check-in room to check in with our staff and review/confirm their presentation is as it should be.

#### Presentation Rooms

- » Each presentation room will be staffed by a dedicated AV technician.
- » Each room has a confidence monitor, so you can see your presentation.
- » Each room has a timer to assist the presenter and moderator to keep to time.
- » The podium is equipped with a microphone. There are no lapel microphones.
- » Each presenter will be introduced by a moderator.

**NOTE:** Please arrive at your presentation room 15 minutes before your presentation and introduce yourself to the moderator (usually in the front of the room) so he/she knows you are in the room and ready to present.

**IMPORTANT:** If you wish to share your presentation with participants, you will need to upload the file to your partneringONE profile separately.