

Biotech Showcase - Presenter Guidelines

If you have any questions, please contact Lawrence Joseph or Ashley Joseph at ljoseph@demy-colton.com and amayo@demy-colton.com

Pre-Event Preparation

Presentation Timings

- » All company presentation slots are strictly limited to 15 minutes for private company presentations, 30 minutes for public companies and 7 minutes for Seed Showcase presentations, which includes the introduction of your company and getting to and from the podium.
- » Presenters should tailor their presentation to the following time limits: **14 minutes for Private, 25 minutes for Public, and 6 minutes for Seed.**
- » We recommend that presenters consider limiting their slide decks to one slide per minute.
- » Q&A is not allowed in the interest of time, but presenters are provided with a breakout area to answer questions following their presentation.
- » Virtual presentations are strictly limited to the time limits for the presentation type.

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

Webcasting

- » If you would like your in-person presentation webcast, click [here](#) to sign up.
- » For webcasting questions, please contact Harrison Grady at statuspro@statusproconf.com

Onsite Information

Presenter Check-in

- » Presenter Check-in will be open each day of the conference from **7:00am-6:00pm**.
- » All presenters are asked to go to the presenter check-in room to check in with our staff and review/confirm their presentation is as it should be.

Presentation Rooms

- » Presenters must use the provided conference AV systems, and may not connect their own laptops.
- » 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.