

Presenter Guidelines

ChinaBio Partnering Forum Presenter Guidelines: In-Person Presentation

Presentation timing

➤ In-Person Presentations:

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.

Therefore, presenters should plan on speaking for 14 minutes and or 9 minutes (Next Generation and Academic Innovators).

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 in-person company presentation PowerPoint slides [here](#) in PPT format by **Monday, September 11th**
- Presenters are asked to prepare and submit their presentations in Microsoft PowerPoint. If your presentation was prepared on an Apple Mac, please review it at the Presenter check-in room with the AV team before your scheduled presentation time.
- Please bring a copy of your presentation on a flash drive.

Presentation files must be named as follows:

- CBPF_PRS_<your_company_name> Example: CBPF_PRS_EBD Group
- Presenters must use the provided conference AV systems and should not plan to connect their own laptops at the podium.

Presenter check-in

- 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.
- All presenters are reminded to bring a backup copy of your presentation with you to the conference on a flash drive.

Presentation rooms

- Each presentation room will be staffed by a dedicated AV technician.

- Each room will have a monitor in front of the podium so the presenter can see his/her presentation.
- Each room will be equipped with a timer to assist the presenter and moderator.
- The podium will be equipped with a microphone.
- Each presenter will be introduced by a moderator.
- 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.

Uploading your recorded presentation to partneringONE® for On-demand

viewing:

[File-Upload-Presentation---EBD-events-4c39d8f65ba3f2ee00c99d6783698c7f.pdf \(informaconnect.com\)](#)

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