

# Presenter Guidelines

## Biotech Showcase and Family of Events Presenter Guidelines

### Presentation timing

#### ➤ **Private companies (Including Digital Medicine & Medtech Showcase)**

**In-Person Private Presenters:** All private company presentation slots are **strictly limited to 15 minutes**, which includes the introduction of your company and getting to and from the podium. Therefore, presenters should plan on speaking for 14 minutes. Q&A is not allowed in the interest of time. We recommend that presenters consider limiting their slide decks to one slide per minute. In-person presenters are provided with a breakout area to answer post-presentation questions.

**Virtual Private Presenters:** All private company virtual presentations are pre-recorded by the presenting company and are **strictly limited to 15 minutes**. Unfortunately, we must return presentations exceeding the time limit and ask that it be trimmed to fit the time limit.

#### **Public companies (Including Digital Medicine & Medtech Showcase)**

**In-Person Public Presenters:** All public company presentation slots are **strictly limited to 30 minutes**, which includes the introduction of your company and getting to and from the podium. Therefore, presenters should plan on speaking for 25 minutes. Q&A is not allowed in the interest of time. We recommend that presenters consider limiting their slide decks to one slide per minute. In-person presenters are provided with a breakout area to answer post-presentation questions.

**Virtual Public Presenters:** All public company virtual presentations are pre-recorded by the presenting company and are **strictly limited to 30 minutes**. Unfortunately, we must return presentations exceeding the time limit and ask that it be trimmed to fit the time limit.

#### ➤ **Seed Showcase**

**In-Person Presenters:** All Seed Showcase presentation slots are **strictly limited to 7 minutes**, which includes the introduction of your company and getting to and from the podium. Therefore, presenters should plan on speaking for 6 minutes. Q&A is not allowed in the interest of time. We recommend that presenters consider limiting their slide decks to one slide per minute.

**Virtual Seed Presenters:** All virtual Seed presentation are pre-recorded by the presenting company and are **strictly limited to 7 minutes**. Unfortunately, we must return presentations exceeding the time limit and ask that it be trimmed to fit the time limit.

## Presentation format

- Please upload your **in-person** company presentation [here](#), by **January 7, 2022**.
- Presentations not submitted by January 7, 2022, **MUST** be brought to the Presenter check-in room at least five hours before your presentation. If you present in the morning, your presentation must be submitted the day before.
- 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:

- *BTS\_PRS\_<your\_company\_name>* Example: *BTS\_PRS\_Demy-Colton*
- 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 speaker ready 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.

## Presenter Check-In Location:

- **Location:** On the Ballroom Level
- **Hours of operation**
  - January 10, 7:00 am–6:00 pm
  - January 11, 7:00 am–6:00 pm
  - January 12, 7:00 am – 6:00 pm

**Webcasting: If you are an in-Person presenter and would like to have your presentation webcasted click here to sign up. Contact Harrison Grady at [Harrison.grady@gmail.com](mailto:Harrison.grady@gmail.com) with webcasting questions.**

## 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:**

<https://informaconnect.com/uploads/Uploading-your-presentation-Biotech-Showcase-2022-46d396916eb4c98d74757e83c2097f0d.pdf>

Login to your [partneringONE®](#) account.