



## Startup Spotlight Presenter Guidelines

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

### Pre-Event Preparation

#### Presentation Timing

- Pitches are strictly limited to 6 minutes
- Only one person from each company is allowed on stage to pitch

#### Presentation Format

- You will be allowed to display up to 10 PowerPoint slides total:
  - o Slide 1: Cover Page
  - o Slides 2 - 10: Content related to your pitch
- Presentations must be prepared in PowerPoint. If your presentation was prepared on an Apple Mac, please take extra care when reviewing at the speaker 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

### Competition Day Details

#### Presenter Check-in

- Presenters must stop at the speaker check-in room the day before the competition.
- **Absolutely no changes can be made to your pitch after 10:00am the day of the competition.**

#### Competition Room

- A moderator will introduce each presenter to deliver their pitch
- Pitches will occur consecutively, followed by a feedback session where judges will ask questions and provide comments
- There will be a countdown clock in the room to help you track your time
- A conference monitor on the floor in front of the podium will display your presentation slides
- No screen will display PowerPoint notes, so prepare notes on your personal notepad if needed
- You will present onstage at a lectern equipped with a microphone (no lapel microphones)
- A handheld microphone will also be available



- A clicker will be provided to advance slides (green arrow advances, red arrow reverses, with laser pointer)
- A dedicated AV technician will staff the room
- The overall winner will be announced at the end of the competition
- If you miss your presentation slot, we'll call for missing presenters after the scheduled presentations

**NOTE:** Please arrive at the presentation room 15 minutes before the competition starts and sit in the dedicated seats for presenters at the front of the room.