

The 7th Annual Dermatology Summit: Speaker Instructions and Guidelines January 12, 2020

We look forward to your participation at the 7th Annual Dermatology Summit. The following instructions and guidelines should provide you with the information necessary for a successful meeting.

SPEAKER DELIVERABLES CHECKLIST

The following checklist will help streamline your deliverables as a speaker at the 7th Annual Dermatology Summit.

- 2-3 paragraph bio
- High-resolution jpeg photo
- Signed Media Release Form
- Draft Presentation Deck due by December 17, 2019
- Reserve Slide Review time
- Final Presentation Deck due by Saturday, January 11, 2020 at 11:00 PM

[Download Speaker Deliverables Checklist](#)

Please be sure to check back here for additional Speaker updates.

PHOTO AND BIO

To be included in an upcoming Dermatology Summit invitation, your photo and bio are due by 12:00 PM EST on the nearest upcoming date:



Friday
August 16, 2019



Friday
October 18, 2019



Friday
November 8, 2019



Friday
December 6, 2019

[Upload Photo](#)

[Upload Bio](#)

Photo needs to be high-res jpeg, and 2-3 paragraph bio.

Please note that your photo and bio are required prior to receiving your registration code.

*Please note: Entrepreneurial Showcase Company speaker photos will not be featured on the event invitations or website.

MEDIA RELEASE FORM

All speakers must sign and return a Media Release Form prior to the Dermatology Summit.

[Download a blank Media Release Form](#)

[Upload a Signed Media Release Form](#)

PRESENTATION DEVELOPMENT

The following guidelines are recommended for proper presentation viewing:

- PowerPoint capabilities only
- 16:9 ratio
- 28pt minimum font for text
- 32pt minimum for bullet point slides
- No more than 3 main bullet points per slide; max 6 including sub-bullets
- Use contrasting colors for font and background
- No images used as a background
- 1 large or 2 medium sized graphs per slide
- 1 slide per minute of allotted presentation duration

Be sure to confirm the duration of your presentation with your session chair or with Melanie at mconner@CompassGroupPartners.com.

Videos included, and their functionality within the presentation, are the responsibility of the presenter.

Due to the strict agenda of this conference, we must adhere to the meeting schedule. For your convenience, a speaker timer will be available. After your allotted time is up, your microphone will fade, and music will start to play. We appreciate your assistance in helping us maintain the conference schedule.

For your convenience, we have created a PowerPoint Template to use when developing your presentation. Please note that you are **not** required to use this template.

[Download Deck Template](#)

SLIDE UPLOAD INSTRUCTIONS AND DEADLINES

Please ensure that your session chair has had the opportunity to review your slides prior to your presentation.



Draft Deck Due on
Tuesday, December 17, 2019

[Upload Draft Deck](#)



Final Deck due by 11:00 PM
on Saturday, January 11, 2020

[Upload Final Deck](#)

Please note that emailed presentations will not be accepted.