

2018 SQF International Conference

Mandatory Speaker Requirements

Congratulations on having been accepted as a presenter at the 2018 SQF International Conference. We appreciate your time and commitment to the SQF Program. Our stakeholders have high expectations of our education program and its presenters. In order to make sure we meet those expectations, we have developed a list of mandatory requirements. Please review this document, sign it and return it to us in order to formalize acceptance of your speaking engagement.

One of the biggest complaints we receive each year in our evaluation survey is the illegibility of presentations. SQFI/FMI will review all presentation decks for quality control and reject any that do not meet these standards.

- PowerPoint and Keynote presentations must be in a 16 x 9 (widescreen) format
- PowerPoint and Keynote presentations must adhere to design requirements, including but not limited to:
 - Font size of 24 points or higher
 - No graphs or charts that cannot be seen by attendees at the back of the room
 - Suitable font and background colors that can be easily read at a distance
 - No large chunks of text
 - Graphs, charts, quoted text and detailed explanations should be included in a separate document (MS Word or PDF) that will be uploaded to the mobile app.

Presenters are required to:

- Participate in a kick off call to discuss content and logistics after accepting the speaking engagement
- Ensure that the content presented matches the advertised session description
- Sign all speaker policies and agreements as well as upload bios and headshots to the Conference Harvester speaker database in a timely manner
- Upload their presentation as a draft no later than 21 days prior to the start of the conference (October 1, 2018)
- Participate in a review session by conference call with the conference planning committee and SQFI technical staff prior to finalizing their presentation
- Upload their final presentation no later than the final Thursday prior to the start of the conference (October 18, 2018). **SPEAKERS WILL NOT BE ALLOWED TO PRESENT IF THEIR PRESENTATION HAS NOT BEEN REVIEWED BY THE PLANNING COMMITTEE AND/OR SQFI TECHNICAL STAFF BY THIS DATE.**

Presenters that do not adhere to these requirements will not be invited back to speak at future conferences.

We appreciate your cooperation and look forward to working with you!

I accept and will abide by the above presenter requirements:

Name	Signature	Date
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Please email back to abondthorley@fmi.org