

PRESENTATION INSTRUCTIONS & GUIDELINES

Session slides are a requirement of all session speakers at Arm TechCon. They are of utmost value to attendees, and will be made available to them to download and review. You are **REQUIRED** to use the official ARM TechCon Speaker Slide template as per the signing of your speaker agreement. Failure to do so may result in your session being excused from the program.

**Slides must be submitted for all sessions by
TUESDAY, SEPTEMBER 26 at 11:59PM PST.**

Notes:

- If you have changed the title of your paper/session from your original proposal, you must email Stephenie.Hawkins@ubm.com with the change. Otherwise, your slides may be rejected.
- **PANEL organizers-** please work with your panelists to submit ONE PDF for your entire group. If you are a panelist and not sure if you need a presentation, please contact your panel organizer/moderator.

PRESENTATION SLIDES SUBMISSION INSTRUCTIONS

- Use the Speaker Template.** Speakers are required to use the official Arm TechCon Speaker Slide template located on the Speaker Center site. (Excludes vendor/sponsored sessions).
- Name Your File:** SLIDES_FirstFiveWordsOfSessionTitle_YourLastName.pdf.
i.e.) SLIDES_MyProductFailedEMI_Hawkins.pdf
- In the Description** please put the title of your session and enter your email address.
- Upload slides using Box.com widget on the [Speaker Center](#) website.**
- Submit the final presentation in PDF** format only. The PDF version of the presentation slides will be made available to attendees for download and review.
- You're done!** While you will not receive an email notification of your submission, if you see the success box pictured below you're all set. We'll contact you if there is an issue.


Ex)

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***Have a revision? Send the revised PDF DIRECTLY to Stephenie.Hawkins@ubm.com.
DO NOT upload to Box. Doing so will delete both versions***

TIPS FOR PRESENTATIONS

- **Limit the number of words on your slides.** Use your presentation as a *visual* guide for audiences to aid the audience's understanding of the information you're speaking about.
 - **Tip:** if you have additional research/content-heavy information that you would like to provide to attendees, add an appendix slide with links to download that information.
- **Keep in mind spacing and design.** The template provided to you has built-in spacing, formatting, and placeholder text. We encourage you to follow these guidelines as you create your slides. Remember: less is often more!
- **Live demonstrations and real-world applications are encouraged.** Presentations and speakers with these elements are often rated much higher and more likely to stick with the attendee once they leave the conference.
- **Avoid sales pitches and commercial presentations.** Experience shows that you will represent your company best by giving an educational, informative presentation.
- **Practice your speech with a timer before you arrive.** (Ex. If you are a 50-minute session, you'll likely spend 45 minutes on your presentation + 5 minutes for questions at the end). In order to keep the conference running on-time, you will not be allowed any extra flow-over time. Please be respectful of your fellow Speaker's setup time.
- **Remember: no sales/promotional handouts are to be distributed in the conference areas** (including meeting rooms). Sales literature distribution is limited to exhibitor booths only.

If you have any further questions or issues uploading slides, please email [Stephanie Hawkins](mailto:Stephanie.Hawkins@arm.com).