



The Business of Contracting Conference EAP Presentation Guidelines

SPEAKERS ONLY - Educational Presentations

- Contribute original, sound knowledge in a particular area of business management, marketing, sales, talent management, or other disciplines, as appropriate.
- Present knowledge or experience relevant to business owners and leaders; and,
- Not be commercial, marketing, or “infomercial” in nature. The presentation’s introductory slide is the only slide that may contain the presenter’s company name and/or logo.

Presentation Specifications

- Final presentation should be in **Microsoft PowerPoint format or PDF.**
- 35-40 minute presentation with 5 minutes Q&A.
- Slide titles should be not less than 32-point font size.
- For text within the slides, graphics with fine lines or text in less than a 20-point font may not be visible to your audience.

EXHIBITORS/SPONSORS ONLY - Vendor Demonstrations

These 15-minute sessions are intended for sponsors and exhibitors to provide product and/or service specific content. Sponsor/exhibitors company information may be used however we ask that vendors do not make specific reference to any competitors during their demonstrations.

Presentation Specifications

- Final presentation should be in **Microsoft PowerPoint format or PDF.**
- 15-minute presentation (we will end promptly at the 15-minute mark)
- Slide titles should be not less than 32-point font size.
- For text within the slides, graphics with fine lines or text in less than a 20-point font may not be visible to your audience.



Questions?

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