IPEC-AMERICAS
EXCIPIENT WORLD 2024 ORLANDO

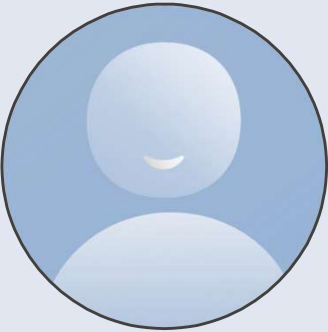CONVERGENCE
CONNECTION
CONVERSATION
COLLABORATION

Speaker Prep

February 21, 2024
Courtney Nazareno
Excipient World Event Director

1

Agenda

- Dates / Deadlines
- Slides
- Preparation
  - Advance
  - Onsite

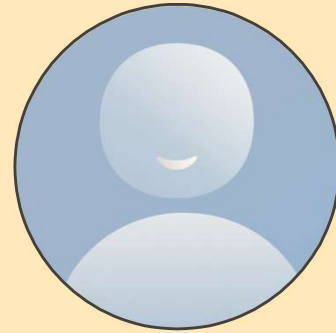**EXCIPIENT WORLD** | 2024 ORLANDO

2

Dates & Deadlines

ASAP | Register AND book your hotel

March 22 | Submit preliminary slides

April 12 | Submit final slides

May 13-15 | Show time!

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3
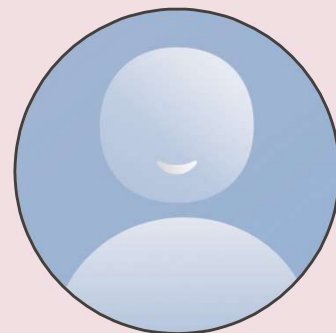
Presentation Formats

Education Sessions | 45 minutes

Quick Talks | 20 minutes

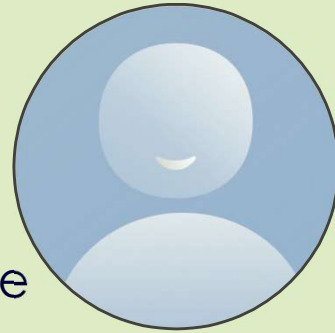General Sessions | 60 minutes

Workshops | 3 hours

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4

PowerPoint Pointers - Formatting

- 1 slide for every 3 minutes
- 24pt font or larger
- Easily readable font color
- Fewer than 6 lines of text per slide
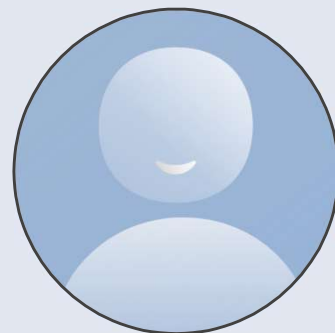- One complex graphic per slide

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5

PowerPoint Pointers - Content

- Title slide
- Final slide
- Concrete information
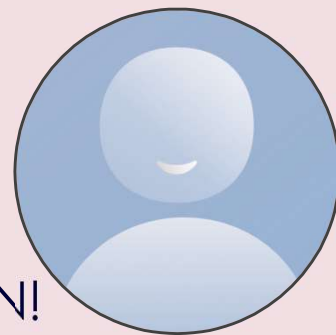- Obtain permission

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6

Slide Submission

Speaker Service Center

Welcome!

Please login to:
> **Complete your complimentary registration** - Confirm the information
that will appear on your printed conference badge.

PLEASE SIGN IN

Email:

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7

Before You Arrive

- Connect
- Plan
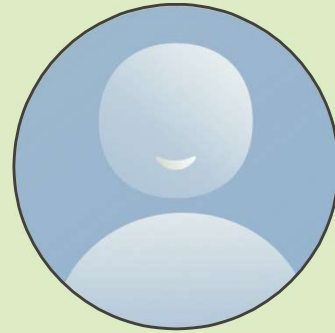- Rehearse
- PROMOTE YOUR PRESENTATION!

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8

At the Conference

- Check in at Registration
- Arrive 20 minutes early
- Visit the A/V tech table
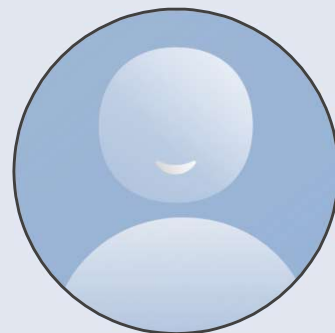- Hall hosts will introduce you

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9

At the Conference

Audio/Visual Equipment
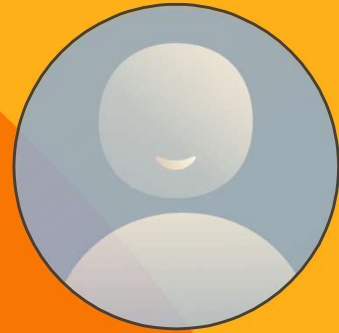- Projector
- Laptop
- Pointer
- Screen
- Microphone

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10

11

Thank you!

Courtney@ExcipientWorld.org

12