Presenter Guidelines

Wednesday, June 3 & Thursday, June 4, 2026
Denver Marriott West Hotel, Golden

All presenters, co-presenters and panelists must register in advance to attend the Conference.

Registration fees increase on/after May 19
Online registration closes at 5:00 p.m. on May 29

Full Conference registration includes all education sessions on Wednesday and Thursday, plus breakfast, lunch, refreshments and reception.

One-Day registration includes education sessions and catered functions on a single day – Wednesday, June 3 or Thursday, June 4.

Payment is required at time of registration. ACEC Colorado accepts checks or credit card (Visa, MasterCard, American Express and Discover Card).

REGISTER ONLINE

Prevailing registration fees will apply based on your membership status; no discounts or fee waivers are extended for presenters.

Single Session Pass

If co-presenters and panelists will attend only for their presentation, please request a limited 60-minute pass no later than Monday, May 18. Note that this pass does not include admission to other sessions, refreshments, reception or meals.

All presentations are subject to ACEC Colorado terms and conditions. ACEC Colorado will share presentation materials with all registrants via the Conference mobile app.

Monday, April 13

- **Click here to download the Annual Conference Power Point template** to prepare your presentation slides
- Report all changes to presentation title, content, and presenters via email to steffani@acec-co.org.

Monday, May 18

- Register for the Conference or request a single session pass. Fees increase on May 20.

Friday, May 29

- Upload your presentation slides to the shared Speaker File Uploads folder
- Upload supplemental materials to the Handouts and Resources folder for sharing with all registrants

June 3 & 4

- Check-in at the Conference Registration Desk upon arrival at the Denver Marriott West. The ACEC Colorado Conference name badge must be worn by all individuals attending or presenting during the Conference.



- If you make changes to your presentation, provide the revised file on thumb drive at least 1 hour prior to your session. Our production crew will need to preview and load before your session begins.

View the Conference agenda online at **acec-co.org/education-events/annual-conference/**

Please direct all questions related to presentations to:

Contact Steffani Blackstock, CMP, Program & Events Director | steffani@acec-co.org or phone 303.832.2228

Presentation Format

Download the Conference PowerPoint template to create your slides
Powerpoint | PDF | 16:9 ratio | Embed audio and video within your file
Use Conference template for first and last pages, then insert your own slides and formatting

CLASSROOMS WILL BE EQUIPPED WITH:
Laptop computer with internet | Projector & screen | Remote/Pointer | 1 Microphone | Headtable for 4