



Client/Project: ASPE 2023 Annual Meeting - Boston

Event Dates: November 12th - 17th

ASPE 2023 Annual Meeting - Boston

Hello!

We are so excited to be working with you! We have a few suggestions and notes to ensure that the process of giving your presentation to the attendees goes smoothly.

Here are some of our recommendations when it comes to your presentation:

- We have found that Powerpoint is what works best for our systems but Keynote is also acceptable to use. We do ask that you **do not use** Google Slides or PDF presentations.
- Video/Audio/Specific Fonts - If your presentation has audio clips, video segments, or any specific fonts please make sure to embed them into your presentation, this will make sure that it transfers over to our computers. You tube links out to videos are not guaranteed to work properly.
- File Naming Structure - To ensure that we know your presentation is yours, we have a uniform naming convention that we are asking all of our presenters to use. If you will name your presentation "**DAY_TIME_SPEAKER NAME**" we would greatly appreciate that.
 - Ex;) Wednesday_8:00 AM_John Smith

Attended Events, LLC

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- Link to Submit Presentation - Please use the link <https://www.dropbox.com/request/iaelp2B5ghZVoxn8xxhj> to submit your presentation ahead of time. This allows us to check the content and ensure the formatting is correct. We will also be accepting presentations at the speaker's breakfasts but still encourage you to submit ahead of time.

We are so excited to work with you and cannot wait to support you at the conference.

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