



2024 Presentation Requirements

Please take time to review our requirements as you prepare your presentation for this year's Healthcare Facilities Symposium & Expo.

Content:

Please focus on factual, educational content and avoid any puffery or sales pitch presentations. We also encourage you to discuss lessons learned – the good and bad! Remember we learn more from our mistakes than from our successes.

Please review your session description that is published on our website and in the conference brochure as well as the learning objectives. **MAKE SURE** your presentation is in line with the description and demonstrates all 4 learning objectives.

If you need us to update the description or learning objectives **PLEASE DO SO BY April 19**

Time:

Check the duration of your session. Please be sure to plan your presentation so that it will fit within the time frame scheduled and still be able to accommodate Q&A.

Format/Design:

Presentations should be in the form of a PowerPoint presentation. If you need a template you can download one from the [For Speakers](#) page.

Please put the HFSE logo on the title page of your presentation slides. You can download our logo from the [For Speakers](#) page.

Please include a slide with your session's learning objectives. (You can find these listed with your session description on the HFSE website)

All text should be no smaller than 18 font so everyone in the room can read it clearly. A good test is to stand at least 6 feet from your computer screen and make sure all text and images are readable. Limit the number of words on each screen (6 words per line and 6 lines per page). Margins should be at least one inch. Presentations should not exceed 45 slides per 60 minutes.

We encourage you to use colour in your presentation, especially with text! Dark coloured lettering on a light background (or vice versa) works best.

Presentation Review:

All presentations *will be* peer reviewed this year by members of our advisory board. You may be contacted by a member of the board who has questions or concerns about your presentation and they may make suggestions or recommendations. All comments will be sent by **August 26**.

Presentation Deadline & Submission Guidelines:

Our attendees will be able to view all presentations online prior to this year's event and we are encouraging them to print them ahead of time. In order to meet our deadline of having the presentations posted head of time and allowing our advisory board members to review them there will be strict adherence to this year's presentation deadline. You can make updates to your presentations right up to the event and give it to us to upload after the event so attendees can get the most recent version.

All presentations MUST be submitted by August 9– THERE WILL BE NO EXCEPTIONS!

Presentation Guidelines

- Create your presentation in 16:9 aspect ratio.
- File Formats: PowerPoint and PDF. Presentations created on a Mac should be converted to PC compatible format.
- Videos: You may embed video or audio into your presentation or play your video in Windows Media Player. Video and Audio in your presentation may cause challenges with loading and playing your presentation. If you are planning on doing to include a video, please let us know so we can schedule a time to preload and test your presentation.
- Fonts: We only supply fonts that are included in the base installation of Windows. Fonts other than these should be embedded into your PowerPoint presentation.

When sending your presentation to us, please convert it to a PDF document in a handout, 4 slide format and in the lowest file size to help expedite the uploading process. In addition this will make it easier for attendees to print your presentation! Presentations should be either emailed to jenabeth@jdevents.com or sent to us via an ftp site. We cannot accept files larger than 5 MB via email.

While keeping in mind all these guidelines please remember to have fun!!! Enjoy, teach, educate, give back and grow our industry through your wonderful experiences & expertise that you've so kindly agreed to share.

If you have any questions please feel free to contact me!

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