



## 2025 Presentation Requirements

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

### Content:

- **Factual and Educational:** Avoid puffery or sales pitches. Discuss lessons learned – both good and bad. Remember, we learn more from our mistakes than from our successes.
- **Session Description and Learning Objectives:** Ensure your presentation aligns with the description and demonstrates all four learning objectives. If updates are needed, please do so by April 9.

### Time:

- **Session Duration:** Plan your presentation to fit within the scheduled time frame and accommodate Q&A.

### Format/Design:

- **PowerPoint Presentation:** Use a PowerPoint format. A template can be downloaded from the For Speakers page.
- **HFSE Logo:** Include the HFSE logo on the title page of your slides. The logo can be downloaded from the For Speakers page.
- **Learning Objectives Slide:** Include a slide with your session's learning objectives, found with your session description on the HFSE website.
- **Text Size and Readability:** Use a minimum font size of 18. Ensure text and images are readable from at least 6 feet away. Limit words to 6 per line and 6 lines per slide. Margins should be at least one inch. Presentations should not exceed 45 slides per 60 minutes.
- **Use of Color:** Use color in your presentation, especially with text. Dark-colored lettering on a light background (or vice versa) works best.

### Presentation Review:

- **Peer Review:** Presentations will be reviewed by members of our advisory board. You may be contacted with questions or suggestions. All comments will be sent by August 26.

### Presentation Deadline & Submission Guidelines:

- **Submission Deadline:** All presentations must be submitted by **August 8** – no exceptions.
- **File Formats:** Create your presentation in a 16:9 aspect ratio. Acceptable formats are PowerPoint and PDF. Presentations created on a Mac should be converted to a PC-compatible format.
- **Videos:** You may embed video or audio into your presentation or play it in Windows Media Player. If including a video, notify us to schedule a time to preload and test your presentation.
- **Fonts:** Use only fonts included in the base installation of Windows. Other fonts should be embedded into your PowerPoint presentation.

- **PDF Handout:** Convert your presentation to a PDF document in a handout, 4-slide format, and in the lowest file size for easier uploading and printing. Email presentations to [jenabeth@jdevents.com](mailto:jenabeth@jdevents.com) or send via an FTP site. Files larger than 5 MB cannot be accepted via email.

**Final Note:**

While keeping these guidelines in mind, remember to have fun! Enjoy, teach, educate, give back, and grow our industry through your wonderful experiences and expertise.

If you have any questions, please feel free to contact:

**Jenabeth Ferguson**

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Good luck with your presentation!