



Speaker Quick Reference Guide & Requirements

Important Dates

Item	Deadline
Detailed Outline	Aug 31, 2019
1 st Draft of Written Paper 1 st Draft of PowerPoint Presentation	Dec 1, 2019
Final/Revised Written Paper Final/Revised PowerPoint Presentation Submit videos, audio, clips, etc.	Mar 15, 2020

Speaker Benefits

- 🌸 **Paper published** in PMCA's world-class proceedings
- 🌸 **Complimentary registration** for the entire PMCA Production Conference
- 🌸 **One night's accommodation** at the Lancaster Marriott at Penn Square
- 🌸 **Paper publication** in *Manufacturing Confectioner* magazine
- 🌸 **Significant recognition by peers** in the global confectionery industry; Conference attendance is typically 700- 800 professionals from 10-15 different countries.
- 🌸 The opportunity to **contribute to the education of global confectionery professionals**
- 🌸 Eligible for the **Marie Kelso Memorial Award** which includes \$1000.00 cash award, distinctive timepiece, free trip to next years' conference, and your name on a memorial plaque.

Speaker Requirements and Guidelines

General Requirements and Guidelines:

- Speaker will submit all materials via a link sent by PMCA. Committee will review and provide feedback for both paper and slides, including any requests for modification.
- Both an oral presentation with slides & a manuscript for publication are required for participation.
- The average time allotted for presentations is 45 minutes; 35 minutes for the presentation & 10 minutes for audience Q&A. Speakers should confirm the allotted time with their PMCA liaison.
- All or part of the oral presentation may be video and audio taped during the conference and used in future PMCA materials.
- Videos and/ or audio clips should be submitted by **March 15, 2020** so they can be tested on the AV equipment. Videos should be copied on a hard drive rather than relying on a link for streaming.
- Purpose is education (not commercial) so logos & trade names are not permitted.

Written Paper Requirements:

- The PMCA Conference must be the first public presentation of the paper.
- The paper must cover the entire oral presentation, but can be longer to cover the topic in its entirety.
- PMCA Proceedings are covered under copyright law so sources should be clearly referenced.

Slide Presentation (PowerPoint) Dos and Don'ts:

Do:

- Do format slides using Microsoft PowerPoint
- Do use font size of 24 or greater (including charts and graphs)
- Do use graphics, cartoons, animation, and artwork to enhance your presentation
- Do use simple pie charts, bar graphs, and diagrams instead of tables to illustrate data. If the slides have many detailed charts/graphs, you may provide handouts (max 4 slide/page)
- Do compress videos and photos to a file size of 10 megabytes or less
- Do provide a summary slide of 3 to 4 key "conclusions" from the presentation
- Do develop 2-3 questions to be submitted to the moderator to start the Q&A discussion

Don't:

- Don't use script fonts or mix more than two font types on a slide
- Don't use excessive text on slides (more than 7 words across and seven lines down)
- Don't use all capital letters
- Don't use all red text (hard to read)
- Don't use a company logo on slides (logo is limited to first slide [title page] only)