## Production Conference - Program Committee

| Important Deadlines | |
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| Detailed Outline | August 31, 2023 |
| 1st Draft of Presentation | December 1, 2023 |
| Final/Revised Presentation | March 15, 2024 |

## Speaker Benefits

➢ Paper & Video **published** in PMCA's world-class proceedings
➢ **Paper published** in *Manufacturing Confectioner* magazine
➢ **Complimentary full registration** for the 2023 PMCA Production Conference
➢ **One night's accommodation** at the Lancaster Marriott at Penn Square
➢ **Recognition** in the global confectionery industry; attendance is 500+
➢ **C**o**ntribute** to the education of confectionery professionals
➢ **Eligible** for the distinguished **Marie Kelso Memorial Award;** https://pmca.com/production-conference/mariekelsoaward/

## General Requirements and Guidelines:

• A presentation with slides & a paper for publication are <u>required</u> for participation.
• Submit materials via a link sent by PMCA. Committee will provide feedback & request revisions.
• The presentations are 45 minutes, including 10 minutes for Q&A.
• Logos & trade names are permitted on first slide only because the purpose is education.

## Written Paper Requirements:

• The PMCA Conference must be the first public presentation of the paper.
• The **published** written paper may be longer than the presentation to cover the topic entirely.
• *PMCA Proceedings* are covered under copyright law; sources should be clearly referenced.

## Slide Presentation Requirements:

**Do:**

• Use Microsoft PowerPoint with a font size 24 point or greater
• Use simple charts, graphs, and diagrams, instead of tables, to illustrate data
• Compress videos and photos to 10 megabytes or less
• Submit 2-3 questions to the moderator to start the Q&A

**Don't:**

• Don't use script fonts or mix more than two font types on a slide
• Don't use excessive text (max. 7 words across and 7 lines down)
• Don't use all capital letters or all red text (hard to read)
• Don't use a company template (logo is limited to first slide only)

**Please Note!**

• Speaker participation at the Conference is dependent on committee approval
• Presentations are recorded during the conference and become the property of PMCA