

Breakout Session – Submission Dates

<u>Item</u>	<u>Deadline</u>
Proposed Plan	Nov 13, 2026
Plan Details: 1 or More of the Following: 1. Detailed Plan 2. 1 st Draft PowerPoint Presentation 3. 1 st Draft Hands-on Activity Plan	Jan 15, 2027
Where Applicable: • Final Hands-on Activity Details • List of Resource Needs	Mar 10, 2027
Where Applicable: • Final/Revised PowerPoint Presentation • Final Handouts	Mar 31, 2027

Breakout Session Leader Benefits

- 🌸 **Complimentary registration** for the entire PMCA Production Conference
- 🌸 **Significant recognition by peers** in the global confectionery industry
- 🌸 **Opportunity for networking** and making new business contacts
- 🌸 **Contribute to the education of global confectionery professionals**
- 🌸 **Dynamically interact** with a smaller audience. Conference attendance is typically 500- 600+ professionals from 10-15 different countries; breakouts are expected to have 40-65 attendees and to be interactive.

Breakout Requirements and Guidelines:

- Breakout leader will submit materials in advance - see dates above. Committee will review and provide feedback on materials, including any requests for modification.
- The average time allotted for presentations is 45 minutes; 30 min for the presentation, discussion, or demonstration & 15 min. for audience Q&A is a suggestion. Format can be chosen by the leader, with audience participation encouraged.
- Power point presentation, handouts and other materials are encouraged when approved in advance, but are not required.
- Samples and hands-on activities are highly encouraged.
- Be creative! Involve your audience as much as possible!
- All/part of the sessions may be video & audio taped and used in future PMCA materials.

- It is best if videos are copied to a hard drive rather than relying on a link for streaming.
- Purpose is education, so logos & trade names are not permitted except on the first slide.

Hands-On Activity & Handout Guidelines:

- Highlight safety and practice good GMP's.
- Samples are encouraged and must be non-commercial, with generic labels and no logos
- Handouts are encouraged but must be non-branded, no logos.
- PMCA Proceedings are covered under copyright law so clearly reference all information sources.

Slide Presentation (PowerPoint) Dos and Don'ts:

Do:

- Use Microsoft PowerPoint
- Use font size of 24 or greater (including charts and graphs)
- Use graphics, cartoons, animation, and artwork to enhance your presentation
- Use simple pie charts, bar graphs, and diagrams (instead of tables) to illustrate data
- Compress videos & photos to a file size of 10 megabytes or less

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 limited to only the first slide/title page)

Please Note

- Breakout session presentations may be recorded during the conference, and the speaker grants PMCA permission to record and distribute the presentation.
- Speakers accept that PMCA may convert the speaker's recording to other usable media formats for members and public viewing. Speakers will have the opportunity to review the converted output and make changes, within a specified time, prior to release.
- Speakers may submit a written paper to accompany their presentation. Papers may be published in the proceedings of the conference, available from the PMCA learning portal, as well as the trade press. Speakers interested in providing a written paper should contact the PMCA office for more details about this process.