

Speaker Guidelines

****Subject to updates**

Schedule

The current schedule is as follows:

- **June 18, 2025** – Call for papers is open
- **September 24, 2025** – Call for papers closes
- **October 22, 2025** – Review of abstracts by technical committee begins
- **November 12, 2025** – Letters of Acceptance sent with Speaker Intent to Present form
- **December 1, 2025** - Speaker Intent to Present form is due
- **March 16, 2026** - All final Power Point Presentations are to be submitted for event upload
 - Please note that no changes will be allowed after this date
- **March 30 - April 2, 2026** - Presentations in person at conference

Instructions for Presentations

Non-Commercial/No Sales Policy:

Presentations should focus on sharing technical knowledge and experiences—not promoting products or companies. The most effective sessions highlight problem solving, innovative approaches, and new technologies through case studies and end-user results. Please avoid overly commercial content. Submissions deemed promotional will be returned, and presenters who disregard this guideline may not be considered for future conferences. This event is an educational forum for the electric utility industry, with other avenues available for marketing and networking.

Presentations:

- Presentations will be on the supplied conference power point deck
- Each presentation is allotted for 20 minutes with 5 minutes of Q&A, bringing the actual presentation time to 25 minutes.
- There is 5 minutes pre/post-presentation before the next speaker or break in agenda.
- Final Power Point Presentations are due by: March 16, 2026 and must be a PPTX file only
- Formatted to 16:9
 - **Bio updates:** If any changes have occurred since you submitted your bio via the online Call for Papers form, please note you must **email the updates to Diona Neeser no later than March 16th, 2026.**
 - **Multiple Presenters:** Presentation time is short, so note that we do not allow more than two (2) presenters and recommend that multiple authors/presenters for a single paper save all their slides onto one presentation. Again, **no more than 2 presenters are allowed to present on stage at a time.**

Playable files / videos: The event center has Wi-Fi, but it is not powerful enough to stream video(s). The way to include a video in a presentation is to download it and save it on the presenter's computer, so please be sure to alert on-site EDM conference staff, to ensure your video is on the conference computer. Do not just embed a link to an online video in the slide – **it may not work**. Please test it prior to your presentation to be sure it plays. Audio from your laptop may be enhanced with the mics that are provided for speakers; however, it won't be great quality.

Distribution: We'd like to share your presentation with the attendees. Plan to have your presentation slides complete by the due date in the schedule. You will be allowed to opt in/opt out of this.

AV Equipment and Support

Provided for you:

- A stage with a podium and a 24" riser
- Two large screens
- Two down stage monitors / speaker prompts with a stop clock in presenter's view
- Countryman mic (Over both ears style mic)

As a presenter, you are responsible for the following:

- **Final presentation due date: March 16, 2026**
- If your presentation requires sound files to be played, you must email us by **March 16, 2026**
 - Email to include presentation title, the sound file(s) and the slide # where it is located.
 - Playable video/sound files **MUST** be embedded into the presentation slide and on the conference computer and must not be streamed via an internet connection.
- Bring your presentation on a USB drive for back up.
- You acknowledge that no on-site changes to your presentation will be allowed.

Travel Accommodations

Please note that all travel and lodging arrangements are the responsibility of the speaker. This includes:

- **Airfare**
 - Speakers are responsible for booking and covering their own air travel to and from the event location.
- **Ground Transportation**
 - Costs for car rental, ride-shares, taxis, or public transit shall be covered by the speaker.
- **Hotel Reservations**
 - Speakers are expected to book and pay for their own hotel accommodation. A discounted room block is available at the Fort Collins Marriott and can be accessed via the conference registration link.
- **Conference registration**
 - All speakers are required to register using the speaker portal which will include a discounted speaker-only rate.

Conference Moderators

A moderator will be assigned to each session. This person is responsible for starting/ending each session on time. They will introduce each presentation and convey brief bios of the presenters. They will also monitor the time for each presentation to make sure the schedule is adhered to.

Please be mindful of the time you are given and stick to the allotted 20 minutes presentation time and 5 minutes for questions and be respectful of the moderators' cues to allow equal time for the presenters after you.

Conference Proceedings

Conference proceedings are shared with all attendee's post conference, in a locked pdf format. If you do not wish to share your presentation, please be sure you opt out on the Intent to Speak form.

Conference Support

While registration and travel expenses are not covered for speakers, the conference organizing team is happy to provide:

- A formal letter of invitation (upon request) for travel or institutional support.
- Technical support and presentation guidance, as needed.
- If you need further support, please contact us directly.

Contact Information

For questions, travel assistance, or special arrangements, please contact:

- Diona Neeser: dneeser@edmlink.com
- Ryan Brockbank: rbrockbank@edmlink.com

Acknowledgment

By confirming your participation, you acknowledge and accept the terms outlined in this guide. Please send your confirmation and required details by **December 1, 2025**.