



Presentation Guidelines

Thank you for presenting for FFEA's Annual Conference, August 4-6, 2026 at the Luminary in Fort Myers, FL. The guidelines below provide useful tools for developing your presentation.

Timeline

June 1, 2026	Submit questions for attendee survey (optional)
June 30, 2026	Speaker Registration Completed
June 30, 2026	Submission of draft presentation slides
July 10, 2026	Submission of Final Slides
August 4-6, 2026	Live Presentation during FFEA Convention

Session Room Setup & Types

Sessions for this conference will be held in a variety of formats listed below. Please reference your agreement letter so that you know which room type you will be presenting in and can plan appropriately.

Breakout Sessions – rooms will be set classroom style for 75 people. The front of the room will have a screen, projector and a podium. HDMI cables will be provided - please be sure to bring all appropriate adaptors if you do not have an HDMI port. Sessions last 75 minutes total including Q&A.

Peer Discussion Groups – rooms will have round tables. There is no Audio Visual available for these presentations as they are designed to be smaller group discussions. Wi-Fi will be available if you have an iPad or Laptop and need to show an example or share a screen briefly.

Microsessions – These will take place on the Expo Stage will be set with theatre and lounge seating. There will be a flat screen TV if you need AV. The laptop will be connected to Wi-Fi. Each microsession is timed. Presenters are limited to 15 minutes. These sessions are designed to share best practices, industry trends, terminology or overview.

Handouts

Handouts (session PPTs turned into PDFs) are available on the FFEA mobile app and via QR codes located on session room signed. They will not be printed.

PowerPoint Requirements

- Speakers may use the FFEA PPT Presentation template provided to them or their own design however you must follow the slide layout below if using your own design.
- Templates are setup in 16:9 ratio. Please do not alter this ratio.
- If more than one speaker, have all presentations combined into one master presentation.

Required Slides

- **Slide #1 – Title Slide:** This slide should include your session title, date, speaker name(s), total, organization and your organization logo (if desired). The FFEA Disclaimer statement located at the bottom of the slide must not be removed.

- **Slide #2 – Speaker Intro:** Include your photo(s), name, title and organization, as well as any introduction pieces you would like to include about yourself.
- **Slide #3 – Learning Objectives:** Please state 1-3 learning objectives for your session, as approved in your original agreement.
- **Closing Slide – Please use this slide for Q&A and include the following:** Speaker contact information and any logos for your company. Please do not remove the Session Evaluation Reminder from this slide.

Content Slides

- Make sure your session title, description and learning objectives align with the content of your presentation.
- Please ensure that you address ALL learning objectives listed for your session.
- Make sure your content is timely. Make sure your content provides attendees with valuable takeaways.
- Have your presentation reviewed by your legal and/or marketing department to ensure that no proprietary information has been included.
- Make sure you have permission to use any graphs / charts / photos and that the items / data are appropriately sourced.
- Avoid Acronyms.
- Use entire URL reference and check for functionality.
- Make sure your presentation is easy to read / view. Do not use distracting images or colors, make sure your fonts are not too small and that your content/ graphs are not too busy.
- If using audio or video, make sure you have permission / licensing to do so.

Text & Animation

- Sans serif fonts are encouraged as they tend to be the easiest to read, however we trust you to use your discretion.
- Slides should only contain essential, bullet-point information.
- Slides should be used to guide the discussion; therefore, the amount of text on each slide should be kept to a minimum.
- Please use no more than 3 images per slide.
- Make sure details on any graphs you are including will be legible from the back of the room.
- Any colors you choose for graphs should be legible for those who are color blind.
- Any colors your chose for graphs should still be legible if your slides are printed in back and white or grayscale.
- If using embedded video, please double check to assure that it works.

Presentation Tips

- Avoid any sales pitch, commercialism, reading slides or notes, pacing back and forth on the speaker riser and poor eye contact.
- Engage the audience by walking around, taking polls, asking questions
- Make sure to begin and end your presentation on time and allow time for Q&A
- Sharing examples, situations and referencing current events is a great way to relate to the audience
- Repeat any questions asked for others in the room to hear
- Encourage attendees to complete the online session evaluation