



2026 SMRP Presentation Guidelines for Track Session Presenters

The SMRP PowerPoint template **must** be used for your presentation; the template can be downloaded by [clicking here](#)

The template includes the following slides:

1. **Walk-in Slide:** The first slide, displaying the conference logo, is for display as your attendees enter the room.
2. **Cover Slide:** The second slide is the cover slide and contains two text boxes:
 1. Copy in the first text box should be entered in this order:
 - ✓ Track Name and Number (ex: Work Management, Track 4)
 - ✓ Presentation Title
 2. Copy in the second text box should contain:
 - ✓ Presenter Name(s) and Company(s)
3. **Third (and fourth, if applicable) slide(s):** The primary presenter may place his or her biographical and company information (including a logo and/ or photo) on the third slide and, if applicable, the co-presenter may copy the third slide and do the same on the fourth.
4. **Presentation slides:** The next slide in the template is designed to be used for your presentation information. Copy this slide and add all your text and graphics as needed.
5. **Q & A slide.** The penultimate slide is the Q & A slide, to be displayed when taking questions from the audience. Please allow up to 10 minutes for Q & A, 50 minutes for the presentation.
6. **Walk-out Slide:** The final slide, to be displayed as attendees leave, is a save-the-date slide promoting next year's Annual Conference

Please use dark text, font size at least 24 pt., on a light background.

Please be mindful that the track session rooms are large and text on your presentation needs to be large to be discernible to those seated in the rear.

We suggest no more than 6-7 bullet points on each individual slide and no more than 7 – 10 words per bullet point; when using more text than this in individual slides, they can be difficult to read

Please test your presentation prior to submission and create a backup copy of all presentation files on a flash drive to bring with you...*just in case.*

If your presentation contains a video, please alert SMRP staff. We recommend testing it both prior to submitting as well as onsite before the presentation. While there will be wi-fi available in the room, the bandwidth may not be sufficient to stream video, so we recommend embedding your video in the PowerPoint file or saving it to a separate flash drive (versus linking YouTube or another external source)

To the extent possible, we recommend avoiding screen shots in your presentation as they tend to be hard to read when displayed on screen. If you must include a screenshot, please try to select options with limited text. If you must have a heavy text screenshot, please format it to fill the entire slide to allow ease of reading for attendees in the back of the room. If possible, we recommend Using Microsoft's Snipping tool to focus on specific areas of the image you want to include.

We also recommend limiting or avoiding animation entirely in your presentation

SMRP's registration site limits the size of uploads to 30MB per file; if any of your documents exceed this limit, we recommend compressing photos or other large graphics embedded in the file.

Onsite Audiovisual Equipment:

The standard audiovisual set up in each track session room will include the following:

- (2) LCD projector(s) with (2) front projection screens and dress kits appropriate to room and audience size
- (1) Presentation laptop (on which SMRP staff will load your presentation in advance)
- Wireless mouse/ laser pointer
- An audio patch from the laptop into house sound

Please note: if you require any audio visual beyond what is listed here, please advise Meredith Taylor at MLTaylor@kellencompany.com.