



## Annual Meeting Speaker Guidelines

### Important Dates

- **March 18:** Speaker and Presentation Information Deadline
  - Use the [Annual Meeting Speaker Form](#) to submit your headshot, bio, and presentation description.
- **April 20:** Early Bird [Meeting Registration](#) Deadline.
- **May 20:** EBAA [Room Block](#) at the Fairmont Dallas Closes.
- **June 1:** Last Day to [Register for Annual Meeting](#).
- **June 10:** Presentation Deadline
  - Submit your presentation to [Genevieve Casaceli](#) or request a dropbox invitation if the file is too large. If you are incorporating polling questions into your presentation, slides are due **June 3**.

### Pre-Meeting Preparation:

- Complete the [Annual Meeting Speaker Form](#).
- Submit your PowerPoint slides to [Genevieve Casaceli](#) by **June 10**.
- If attending the meeting, register for the [Annual Meeting](#) and [reserve your hotel](#) room.
- Do a trial run of your presentation to make sure you do not exceed the time frame allotted.
- Print a hard copy of any presentation notes you may need for your session.

### PowerPoint Content:

- Your full bios are on the app for attendees to access, so speakers do not need to include their bios in their presentation.
- Provide specific takeaways/action items for attendees to enhance their own organizational efficiencies.
- Ensure content considers the current state of the issue/topic, as well as what will be important to the attendees in the near future.
- Use your time wisely. Deliver a succinct and focused message. Don't cram in too much information.

### PowerPoint Formatting:

- Please use the EBAA template for your slide deck. Include a title slide with speaker names, organizations, and presentation title that matches the information you submitted.
- Always keep the message simple, bold, and clear.
  - **Simple** – use only key elements or words per slide. Do not use complete sentences. Keep lines and shapes understandable and to the point.
  - **Bold** – Text must be large (28-point size font) enough to be easily seen by every member of the audience. Be mindful when selecting colors, lettering style, size, and layout.
  - **Clear** – Is the PowerPoint easy to understand? Does it exactly reflect the message you're trying to get across? Is it logically arranged, well-spaced, and not crowded? Do the main points stand out?

## Formatting Continued:

- Do not overload presentation slides with text/information.
  - Try to use less than 6 words per line and 6 lines per slide. Remember, you want attendees to listen to you, not read your slides.
  - Think about ways to illustrate your talking points with images versus strictly text.
  - Use only one complex graphic (pie chart, bar graph, etc.,) per slide and ensure it is readable from those in the back of the room.
- Obtain permission to use material from outside sources prior to the presentation. Cite material from outside sources at the bottom of the slide (footnotes) or in a listing on the last slide (endnotes).
- Be sure to communicate with EBAA staff if you are using any videos, so they can ensure they work on-site.

## Important Details:

### Audience

The expected audience of the Annual Meeting is 325 – 375 eye bank professionals and physicians. For concurrent sessions, the audience will be about 70 -100 attendees.

### Presentations on App

A PDF version of your presentations will be available on the meeting app under your session, unless you have notified EBAA that the presentation may not be shared.

### Arrival Time

We recommend you plan on arriving at least 30 minutes prior to the start of your session to ensure proper set up time. Please check into registration before you present so our staff knows that you have arrived.

### Evaluation of Session

Attendees will complete an evaluation after each session on the app. Upon request, speakers will receive summaries of the evaluations for their session.

### Meeting Attire

Professional business attire is recommended when delivering presentations.

### Internet Access

There will be wireless internet in your session.

### Audio/Visual Support

Each meeting room will have a laptop, an LCD projector, wifi, slide changer, and appropriate microphones for the session and room type. If you need any additional microphones or AV equipment, please let Genevieve Casaceli know. The general session room will have two screens.

### Annual Meeting Schedule

A [tentative meeting schedule](#) is posted on the Annual Meeting page and is updated as more information becomes available.