

ISPE Speaker Tips and Tricks

Thank you for sharing your expertise and contributing to the success of our event. Your insights are invaluable to our audience, and we appreciate the time and effort you've dedicated to preparing your presentation. To help you deliver an exceptional experience, we've compiled these tips and tricks as a quick resource.

Before the Conference

Submit Deliverables on Time

- Ensure presentations, headshots, bios, and any required forms are submitted by the deadlines.
- You can find all speaker deadlines on the ISPE [Speaker Connect](#) webpage and in the communications from your ISPE Event Coordinator.
- If you have an update to your bio, title, or company, login to your ISPE account and make the changes.

Book Accommodations Early

- Hotels sell out quickly! Book your hotel accommodation using the information provided by your ISPE Event Coordinator.

Get Registered

- Speakers must register individually. Topic conference speakers receive complimentary full-conference registration. Annual conference speakers get complimentary registration for their speaking day or a discounted full-conference rate.

Crafting Your Presentation

- **ISPE Template:** You are required to use the ISPE Conference template.
 - *Regulatory speakers are not required to use the ISPE template
- **Clear & Concise Content:** Avoid overcrowding slides and commercialism.
- **Note** the [Presentation Development Guidelines](#)
- **Engage the Audience:** Use live polls, rhetorical questions, or quick show-of-hands to increase interaction.
 - ISPE recommends the use of Vevox for polling. If you decide to use polls, you are required to use your own laptop to present onsite and alert your ISPE Event Coordinator.
 - [Vevox | #1 rated Polling and Q&A platform for unmissable classes](#)
- **Embed Your Videos:** Embed all videos directly in your PowerPoint—avoid external links to ensure smooth playback.
- **Practice Makes Perfect:** ISPE does not provide a teleprompter or opportunity to view the PowerPoint notes, so please be prepared with your own notes or flash cards, if needed.
- **Stick to the Time Limit:** Please ensure your presentation follows the structure provided by your Event Coordinator, including the allotted time for

the presentation, Q&A session, and stage transitions.

Promote Your Session

- Your ISPE Event Coordinator will equip you with a variety of marketing resources and opportunities, including social media graphic templates, video recordings, and the option to share a quote.

Before the Session

Arrive Early

- Arrive to your room 15 minutes before the start of the 90-minute session block.
- You will be sent a calendar invite the week before the conference with your specific report time and room name.

Check Tech Early

- Review the room setup, check your slides with the AV technician, and note key tools such as the confidence monitor, time clock, and wireless slide advancer.
- There will be a podium mic available and the option of a handheld microphone for your presentation.

Meet your ISPE Team

- There will be an ISPE Room Monitor and your ISPE Track Leader(s) waiting to greet you in the room. Feel free to ask them any questions you may have onsite.

During the Session

Stick to the Time Limit: A time clock at the front of the stage will display your remaining time. Please adhere to the presentation structure provided.

Speak into the microphone: All presentations are recorded for audio. To ensure your remarks are captured for our on-demand library, please speak directly into the microphone.

Virtual/Remote (if applicable): You will be sent a calendar invite with your joining instructions and log-on time. It will be a virtual meeting through either Zoom or Microsoft Teams.

After Your Presentation

Be Available: Stay for Q&A and engage with attendees who want to connect afterward.