Presentation Guidelines

MainTrain is the annual conference of PEMAC Asset Management Association of Canada. PEMAC invites you to connect with industries' top decision makers at Canada's largest annual peer-developed maintenance, reliability, and asset management hybrid online and in person conference and trade show. MainTrain 2023 promotes its three-day conference, featuring numerous speakers, seminars, workshops exhibits and an award ceremony.

Contact Ghaz Marinho to be a part of this popular event:
events@pemac.org | 1 (905) 823-7255 x4 | MainTrain.ca

PEMAC Asset Management Association of Canada
2 Robert Speck Parkway Suite 750
Mississauga, ON L4Z 1H8
Toll Free: 1 (877) 523-7255

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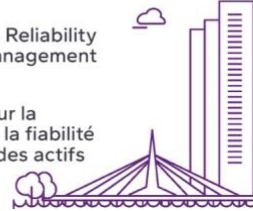
IMPORTANT DATES

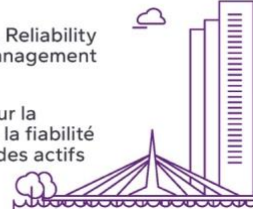|	
January 27, 2023	Call for Abstracts Open
May 1, 2023	Call for Abstracts Closed MainTrain Review Committee scores abstracts
May 19, 2023	Selected presenters are invited to submit PowerPoint and speaker notes
July 28, 2023	Draft PowerPoint and ~2000 (approx. 4 pages) submitted by presenters
August	Committee conducts final review of presentations and presenters are notified of any suggested changes
August	Mandatory Speaker Orientation - regardless of in person or online
August	All final PowerPoint and ~2000 (approx. 4 pages) submitted by presenters
August/September	Pre-Conference Online Presentations
September 11-13	Live MainTrain Conference
December 31	Virtual Access Closes

PRESENTATION TYPES

Virtual 45-minute Presentations

- 30 minutes with 10 minutes Q&A
- Presenters must submit their PPT presentation using MainTrain template slides and a 2000 (approx. 4 pages) speaker notes
- This speaking opportunity is reserved for those who can attend only online

Virtual 1/2-day Workshop

- 2.5 hours of total presentation
- Presenters must submit speaker notes and any worksheets used for the workshops. If PowerPoint is used, they must be on the MainTrain template and submitted for review
- Zoom meeting room will be used with ability to create breakout groups
- Speaker will be responsible to manage technology (screen sharing, breakout groups, etc.…) once PEMAC staff sets it up

In-person Keynote

- 20 minutes with 10 minutes Q&A
- Speakers are not required to use MainTrain template however, speaker notes, and PowerPoints are required
- Speaker must be present at the in-person conference

In-Person 45-minute Presentations

- 30 minutes with 10 minutes Q&A
- Presenters must submit their PPT presentation using MainTrain template slides and a 2000 (approx. 4 pages) speaker notes
- Speaker must be present at the in-person conference

In-Person ½-day & ¼-day Workshops

- 2.5 hour or 75 mins of total presentation time
- Presenters must submit speaker notes and any worksheets used for the workshops. If PowerPoint is used, they must be on the MainTrain template and submitted for review
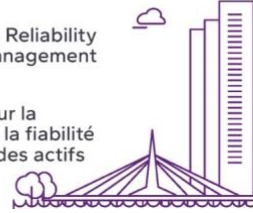
PRESENTATION TIPS

- This is not a sales presentation. Your presentation will not be well received or effective if you simply share information about your products and services.
- The theme of this year's conference is Connect, Learn, and Contribute. Your presentation should connect to this theme in some way.
- The most impactful presentations include case studies and real examples of problems and solutions, providing techniques that participants can take back and use in their own organization.
- A great presenter is entertaining, dynamic, teaches, shares a story, engaging, knows what they are talking about
- View How to Give a Good Presentation Webinar PEMAC put on in 2021

POWERPOINT GUIDELINES

The MainTrain 2023 PowerPoint template must be used

File Name: Name of session → Main presenter name → Date of presentation → Type of file
EG: If_The_Glove_Fits_JP_Pascoli_Sept_16_PowerPoint.PDF
   * For both draft and final PowerPoints, PDF the documents and email them

Cover Slide: The first slide containing two text boxes:
- Presentation Title
- Presenter(s) Name and companies
- Date of presentation on a second line

2nd slide. Bio and Company Slide: This slide contains a title box at the top and content box in the body of the slide. This slide can be used to provide background of the presenter and the presenter's company. Each presenter may have up to one slide to be used for presenter and company information. This may include company name and information, presenter bio summary, etc. A company logo is permitted on this slide only. If there is a co-presenter, the third slide may be used for their information; otherwise, the third slide should be used to begin the presentation.

Subsequent slides: These slides will be the slides with the title box at the top. Add your text and graphics to these slides

Font: The recommended font to use with this template is Arial. Other fonts can be used, however must be fonts that are included in the basic installation of Windows.
Use a **dark color font,** with a **font size of 32 point.** The minimum size font accepted will be 24 points

Points: We suggest no more than 7 bullet points on each individual slide

Pictures: must be embedded into the PowerPoint file and saved as a small file. Photos should be saved as 75 DPI or less. Larger images are not necessary and will enlarge the size of the file.
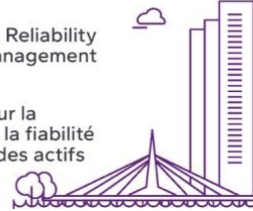
In-Person Audio Visual: Each presentation will be projected from a laptop that will be provided, onto a screen via LCD projector. Depending on the size of the room, presenters will be provided with a handheld microphone, lavaliere microphone, or no microphone if the room is small. Please bring your presentation on a USB drive, arrive 15 minutes before your presentation starts to test AV.

Online Audio Visual: PheedLoop with a zoom integration will be used to broadcast your presentations. You will show your screen and advance your own slides. You will have access to show your camera. Q&A will be moderated by session emcee.

Post Event: All presentations will be recorded and uploaded to the online conferencing platform where registrants can view until December 31st, 2023.

Submission: Draft and final presentation should be sent in PDF format, and if applicable, make sure to include any embedded files (such as videos, etc.) with your presentation to Ghaz Marinho at events@pemac.org in accordance with the dates given in your acceptance email.

SPEAKER NOTES DOCUMENT GUIDELINES

Each presenter must submit a roughly 2000-word speaker notes word document. This is in addition to their PowerPoint presentation. The document will be distributed online to MainTrain participants. PEMAC will also post to the [Knowledge Sharing](#) section of the member's site following the conference. **The purpose of the document is to tell the story of your presentation, to be an extension of your slides, and assist people with understanding your presentation slides following the conference.**

File Name: Name of session → Main presenter name → Date of presentation → Type of file *EG: If_The_Glove_Fits_JP_Pascoli_Sept_16_Speaker_Notes.PDF*

Font: Arial 12-point type font (not italicized or bolded) except where noted otherwise

Length: The total length of your notes should around 2,000 words and no more than 2,500 which is around 4 pages

Titles: The title of the presentation should be listed at the top of the document, followed by the presenter's name, title and company name

Paragraphs: Separate all paragraphs by double-spacing between each (as opposed to simply indenting the beginning of the first line of a new paragraph).

Captions: Captions for all graphics (charts, graphs, tables etc.) should be Arial 10 point italic, bold and should be preceded by "Figure #"
EG: Figure #1: This graph represents…

Page numbers: Number the pages; format current page of total pages EG: page 5 of 10

Justification: Set all text justified left

Graphics: If you are inserting graphs they must be in printer-ready format otherwise the quality will be greatly reduced. Reduce the size of all graphics only as much as necessary to fit on a page, being mindful of the need for the text and graphics within them to be "reader-friendly"

Page layout: The pages of your document should be presented vertically

Proofread: Have someone - in addition to yourself - proofread your document to identify and correct spelling errors, improper language and grammar usage, punctuation errors, etc.

Save your document as a PDF, and send it to Ghaz Marinho at events@pemac.org

NOTES TO REMEMBER
- I understand I will need to purchase a speaker pass. Click here for pricing.
- All co-presenters will need to purchase a full attendee pass
- Test your presentation prior to submission
- Create a backup copy of all presentation files on a USB memory stick to bring with you
- Proofread: Have someone - in addition to yourself - proofread your PPT to identify and correct spelling errors, improper language and grammar usage, punctuation errors, etc.