

PRESENTER DETAILS

Welcome to JAGGAER REV2018!

By now, you should have received an “Abstract” and “Biography” templates in addition to this Speaker Kit from your JAGGAER contact. Your designated JAGGAER contact will gather a photo and brief biography from the presenter to use for conference materials and the REV mobile app.

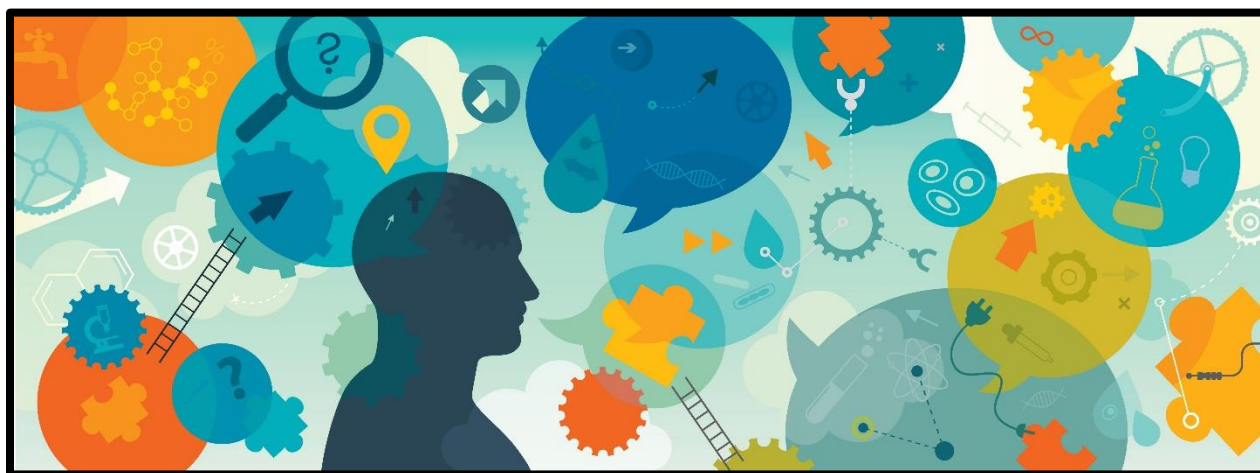
If your organization has established a social media presence, please share information such as your company’s LinkedIn, Twitter, Facebook, and Google+ profiles. All speaker bios, photos, and profiles are due by February 19th, 2018.

PRESENTATION DEADLINE

Final presentations are due to your JAGGAER contact by March 9th, 2018. All revisions submitted after March 9th, 2018 will need to be requested onsite at the conference during the slide review session on April 24th, 2018 (see the “Slide Review Session” section in this document).

PRESENTER REGISTRATION

To register, presenters should visit www.jaggaer.com/rev. After selecting the registration, use the discount code REVSPK2018 in the designated box to qualify for a complimentary registration pass.



ABOUT YOUR SESSION

Each breakout session is sixty (60) in length:

- Five (5) minutes for session introductions;
- Thirty to thirty-five (30-35) minutes for presentation; and
- Ten to fifteen (10-15) minutes for Q&A and session surveys.

Specific meeting room names will be listed on the Conference Guide

Session Facilitator: There will be a moderator present in each breakout session to ensure each presentation adheres to the schedule. The moderator will also introduce speakers, assist with logistics, and help with technology as needed to guarantee presentations run efficiently.

Session Attendance: People will select the sessions they will be attending based on submitted abstracts. Please do not deviate from the designated presentation topic.

It is not necessary to bring printed materials to your session, as all presentations will be made available online after the conference



SLIDE REVIEW SESSION

On April 24th, 2018, a room will be available to speakers to practice their presentations. If you require any assistance, there will be JAGGAER representatives and audio visual specialists available to answer conference questions and provide technical assistance.

TEMPLATE FOR PRESENTATION

Your JAGGAER contact will provide a slide template you should use for your presentation. The following format is required for all presentations.

- Slide 1 – Session Title
- Slide 2 – Speaker(s) Name(s)/Title/Organization
- Slide 3 – Content Slides

NOTE: All presentations must be provided in this layout. If you submit a presentation that does not adhere to this template, it will be changed and formatted to fit the REV2018 brand. Please review the “REV Presentation Guidance” section for other important information.

AUDIO VISUAL NEEDS

NOTE: For important audio visual information, see page 4 of this packet. Please complete and return the form to Suzanne Templeton at stempleton@jaggaer.com by **March 9th, 2018**.

FAQs**Where should I send my completed slide presentation?**

Email your presentation along with any other questions not answered in this document to your JAGGAER contact.

When can I walk through my presentation?

You may practice your presentations during a slide review session on April 24th, 2018.

Is the slide review session mandatory?

No, the slide review session is optional. Presenters are encouraged to attend only if they have revisions they wish to make or have any questions they need answered. JAGGAER recognizes your absence from the session as confirmation that your presentation is final.

Will I need to use my own laptop for my presentation?

No. For your convenience and to ensure optimal performance, a laptop will be provided in each presentation room.

Will my presentation be available online?

Yes. All REV2018 breakout session presentations will be available to attendees online after the completion of the conference.

REV2018 PRESENTATION GUIDANCE

Memorable presentations create a moment with the audience. They build intrigue by telling a story, facilitating conversations, and inspiring creativity. Rather than solely using bullet points, captivate your audience with compelling statements and images. Powerful visuals add depth to your presentation.

Please remember these guidelines as you develop your presentation:

- Content should be limited to forty (40) words per slide. If you have additional information about the topic, add another slide.
- Do not deviate from the font type with the template provided. The approved font for REV2018 is Verdana ___ pt.
- Select and use your images wisely. Strike a balance between content, images, and white space to capture interest.
- JAGGAER reserves the right to modify slides to spread out material if quality is compromised.
- JAGGAER reserves the right to edit word usage and spelling to match the JAGGAER/REV2018 style standards. If you have any questions about these standards, please reach out to your designated JAGGAER contact person.

SPEAKER RELEASE FORM / AUDIO VISUAL NEEDS

PLEASE READ CAREFULLY AND COMPLETE WHERE INDICATED.

Completed forms should be returned to Suzanne Templeton **no later than March 9th, 2018** by email to stempleton@jaggaer.com.

Each session room will include the following standard audio visual (AV) equipment**:

- One laptop computer (Microsoft compatible with Windows 7 Pro & Office 2013 Pro)
- One LCD Projector
- One slide advancer
- One laser pointer
- One USB mouse
- One projection screen
- One lavalier microphone per speaker
- One handheld microphone
- Additional audio visual equipment may incur charges at presenter's expense.

Will you need internet access during your presentation?

- Yes No

Do you agree to discuss REV2018 on camera for a REV2018 promotional video?

- Yes No

Current JAAGAER customers only: Will you briefly discuss your JAGGAER implementation and experience on camera for a JAGGAER testimonial?

- Yes No

Printed Name	Title	Company Name
Email		Phone Number
Signature		Date

** Please note that additional AV equipment requested may incur charges at presenter's expense. If additional AV equipment is required, please contact Suzanne Templeton **no later than March 9th, 2018** by email at stempleton@jaggaer.com.



[Presenter's Name]

[Current Job Title]

[Company Name]

[This section is the intro paragraph for the presenter's bio. This section should explain the presenter's current role and responsibilities. Recommended content length should be between 300 and 800 characters.]

[This section is the body of the presenter's bio. This section should explain the presenter's previous experiences, both professionally and personally. Recommended content length should be between 500 and 1000 characters.]



[Title of Topic]

[Speaker Name], [Company Name]

[TARGET INDUSTRY]

[This section is to provide a description of the topic being presented. Recommended content length should be between 800 and 1500 characters]