

1888 Main St., Ste C312 | Madison, MS 39110 | Ph: 601-407-3226 | Fax: 601-510-7833 | www.msanp.org

## **Speaker Guidelines**

All speaker presentations are voluntary. Speakers are responsible for all costs unless previous arrangements have been made by MANP. Speakers are given a registration code for free entry to the event where they are scheduled to present.

MANP has a waiting list for speaker presentations. Events are scheduled throughout the state and at MANP's annual event in Gulf Shores, AL. To be considered as a guest speaker for upcoming programs, please submit the following to <a href="mailto:msanp@msanp.org">msanp@msanp.org</a>

- 1. Bio or CV
- 2. Copy of slide presentations for consideration
- 3. Any disclosures
- 4. General availability or when you would like to be considered

Presentations are limited to 60 minutes [45-minute sessions with 15 minutes for questions & answers]. MANP will strictly adhere to time constraints during conferences.

Presentations should be constructed using Microsoft PowerPoint, preferably. Other programs may not convert appropriately for display and print in conference materials, resulting in altered formatting of pictures, videos, or general design.

MANP will strictly adhere to a maximum slide count of 44 slides.

A disclosures slide is required and should immediately follow the title slide.

Font options: Minimum font size 28

Century Gothic Arial Tahoma Times New Roman

Calibri Garamond Georgia Verdana

No dark or black background templates.

When using photos, graphics, and tables, the speaker must have all copyright permissions for use in their presentations. Permissions may be requested upon audit. Appropriate references should be utilized. The speaker agrees that it is their responsibility to ensure MANP that graphic, and collateral do not violate any others' copyright, proprietary, or intellectual property rights.