

---

## 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 [msanp@msanp.org](mailto:msanp@msanp.org)

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

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

**Copyrights/Reprints of Graphics:** **When using photos, graphics, and tables, the speaker must have all copyright permissions for use in their presentations. Permission letters must be submitted with presentation slides. Appropriate references should be cited on slides. The speaker agrees that it is their responsibility to ensure MANP that graphics and collateral do not violate any others' copyright, proprietary, or intellectual property rights.**

**Disclosure slide:** required and should immediately follow the title slide. Example: *There are no financial disclosures or conflicts of interest associated with the following presentation*

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

**Slide Count:** a maximum slide count of 44 slides is strictly enforced.

**Font options:**

Minimum font size 28				
Century Gothic	Arial	Tahoma	Times New Roman	
Calibri	Garamond	Georgia	Verdana	

**Backgrounds:** No dark or black background templates.