



**2025 CHAIR, MODERATOR,**

**and**

**SPEAKER MANUAL**

**Contact :**

Cassie Davie  
Conference Director  
Phone: 713-343-1891  
Cell: 832-788-2603  
[cdavie@accessintel.com](mailto:cdavie@accessintel.com)

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## PRESENTATION AND HOTEL DEADLINES

### October 15, 2025

**Hotel reservation deadline to secure discounted rates** - After this date, room rates may increase and are subject to availability. You must book your room using the link on our website. Hotel and other travel information can be found on our website menu under Hotel & Travel.

### October 15, 2025

(1) Online **Mandatory Speaker Release forms** are due which gives Access Intelligence permission to make your presentation(s) available to conference delegates via the conference website following the conclusion of the conference. This is a requirement for speakers and panelists with presentations. The form can be found in Speaker Resources.

(2) **Presentations are due for mandatory review.** Upload as a **PDF** through Speaker Resources which can be found on the conference website at [www.experience-power.com](http://www.experience-power.com) . Click the menu icon and then Resource Center. Small changes/tweaks will be allowed after this deadline but must remain non-commercial in nature. Onsite presentations must be in **PowerPoint**. *It remains your responsibility to bring your approved PPT with you to the conference and copy it to the computer in your session room. See page 5 for complete information.*

Questions and/or problems should be directed to Cassie Davie, Conference Director, phone 713-343-1891, cell: 832-788-2603 [cdavie@accessintel.com](mailto:cdavie@accessintel.com) or Lisa Davis, Conference Manager, phone 301-354-1751 [ldavis@accessintel.com](mailto:ldavis@accessintel.com)

## SESSION OFFICER RESPONSIBILITIES

### **Responsibilities of a Session Chairperson**

- Serve as the champion of your session and work with conference team to ensure quality speakers and presentations
- Write a session description for the session you are chairing for promotion in brochures and marketing literature
- Work with conference team to recruit quality speakers/panelists
- Ensure the Speakers/Panelists give topical presentations (review presentations in advance of the conference)
- Work with conference team to find suitable replacement speakers/panelists for those that cancel (if applicable)
- Participate in conference calls (particularly valuable for panels)
- Serve as or nominate session Moderator
- Onsite at the conference, welcome the attendees in your session, make the announcements provided, introduce the speakers/panelist (done by moderator if one is assigned)

### **Responsibilities of a Moderator:**

- Introduce each speaker/panelist
- Facilitate practical application Q&A, help the audience connect the information presented to their everyday work environment. This creates a deeper understanding of the content and uncovers ways for the audience to apply it. In advance of the conference, each speaker will be asked to supply the moderator with 2 to 3 questions they would like to be asked. Q&A is king! This may take some additional prompting from session chairs and/or moderators as speakers/panelists tend to overlook this in their instructions.

## **GENERAL INFORMATION – CONFERENCE ROOMS**

### ***Who else is slotted in my session?***

New for the 2025 program accepted abstracts are now their own 30-minute sessions. This offers information in smaller increments of time and allows more ease of movement between presentations for attendees. Panel discussions are different as you still have others (panelists) in your session with you. Panel sessions vary in time from 30, to 45 to 60 minutes in length. For more detailed information please go to [www.experience-power.com/program](http://www.experience-power.com/program) where you can search for your name to find your session or refer to the speaker confirmation that you received via email.

### ***What is the conference venue, anticipated overall attendance, and expected audience size?***

Experience POWER will be held at the Hyatt Regency Denver at Colorado Convention Center 650 15th Street, Denver, Colorado. The anticipated attendance is 600 people. Expected individual session attendance will vary based on session interest but will be in the neighborhood of 50 to 100 people in breakout sessions and 350 + for general sessions

### ***What multimedia equipment will be available (e.g. computers, projectors, laser pointers, remote controls, etc.)?***

Conference sessions/panels will be equipped with a laptop, mouse, projector, wireless PPT advancer, podium with microphone, handheld microphones for Q&A.

### ***How do I get in touch with my Session Chair?***

Session Chair information has been shared in previous speaker emails. You will also receive your session chair's contact information with your online Speaker Resource access email.

## MANDATORY PRESENTATION MATERIALS

Attendees come to a conference searching for solutions to their problems. They want practical, tangible, precise takeaways that solve their problem(s). They want to be able to understand the why, how and what, as well as be able to apply that information.

### PowerPoint Presentations

Company PowerPoint templates are allowed if they meet the following requirements:

- **Headers/company logos on first slide only**
- Short taglines are allowed along with company logo (first slide only), no advertisements, product names, URLs, or booth numbers
- Header not to exceed 1.5 inches
- No URLs
- **No company footers allowed**
- Must include the Experience POWER 2025 logo somewhere on the first page
- Please use Widescreen (16:9) formatting

If your company template does not fit within these requirements the Experience POWER template must be used which can be found online in Speaker Resources. You may choose the font size, font color, and background for your PowerPoint.

### Required Slide

- Slide 1- identifies the author(s), their company, and contact information – **You must include your name and presentation title (Session Title) on this slide so that it can be identified for the conference archives set up**

### Video Content

You are welcome to use video content as part of your presentation as long as it is not commercial in nature or is product specific. Post conference PPTs are converted to lower resolution PDFs to keep them within a 10 MG or under range so that they will meet our system limitations.

### General Instructions:

- Format for a widescreen (16:9) screen
- Tradenames should be limited to one use per tradename and referred to generically after that
- Photographs cannot not include company or product names
- Claims must be backed up with data and be technically viable

***NOTE: Speakers/panelists must avoid commercial presentations or they are subject to cancellation. Presentations are reviewed for readability and commercialism.***

## ON-SITE SPEAKER PRESENTATION INSTRUCTIONS

**Bring a copy of your pre-approved PowerPoint** with you to the Experience POWER Conference on a flash/thumb drive.

**It is your responsibility to upload your presentation to the computer located in your session room. Roving AV techs will be available to assist if necessary.** Post conference presentations are harvested from the computers onsite for the online presentation archives to ensure we have the latest version. **This is one reason why it is very important to have your name on the opening PowerPoint slide.** This enables staff to identify your presentation when it is harvested.

PowerPoints are converted to PDF prior to making them available online to conference delegates.

### **Session Room Presenters/Panelists – Questions required**

Each speaker/panelist in a session room will be asked to send/supply 2 to 3 questions to their session chair/moderator prior to the conference that they would like to be asked and are prepared to answer. This will likely take some additional prompting from session chairs directly to their speakers/panelists. The session chair/moderator will use them to engage the audience.

*A lot of knowledge and experience resides with the attendees; they need to be part of the discussion.*

## POST-CONFERENCE

Presentations will be available for viewing by conference delegates one to two weeks following the conference.

**By participating in Experience POWE as a speaker you agree that Access Intelligence has permission to make your PPTs available to conference delegates.**