



# PRESENTATION GUIDELINES

*The following guidelines provide pre-, on-site and post-presentation information to ensure your successful participation in your "Rapid Fire" Presentation.*

## I. GENERAL POLICIES

**A. EXCLUSIVE EXHIBITOR BENEFIT:** The opportunity to offer a "Rapid Fire" session is strictly and exclusively limited to contracted and paid 2019 AWFS Fair exhibitors. Time slots are offered on a first come first serve basis. Each exhibitor may present ONE Rapid Fire session.

**B. EDUCATION AND PROMOTION:** While this is a promotional platform and an added benefit for exhibitors, the focus of the session should be on providing value to attendees through education and information.

**C. SPEAKER PROTOCOL:** Speakers should refrain from telling off-color jokes or swearing. The attendee audience is national in scope and includes individuals from very diverse backgrounds and religious affiliations who may find this offensive.

## II. BEFORE THE SHOW

**A. SESSION INFO:** In order to secure a session slot, AWFS MUST receive a session title, session description, speaker name, speaker bio, and speaker headshot **by May 1** here: <https://www.surveymonkey.com/r/RapidFire19>

**B. EXHIBITOR AND PRESENTER CONTACT INFO:** AWFS requires on-site contact info (cell phone numbers and e-mail) for all presenters. This is critical and must be provided. If you have an emergency or speaker change on-site, you must notify AWFS immediately: Adria Salvatore, [adria@awfs.org](mailto:adria@awfs.org) (before 7/13); (562) 225-8055 (call or text) onsite.

**C. AUDIO VISUAL:** AWFS will provide necessary microphones, projector and screen. Speakers will bring their own laptops, AV professionals will assist in connecting laptop to the projector on-site.

**D. PRESENTATION:** All speakers must prepare a visual presentation (PowerPoint or similar) to complement their session. Presentations must be submitted to AWFS ([adria@awfs.org](mailto:adria@awfs.org)) **by June 14** for review.

**E. HANDOUTS:** To support sustainability goals, printed material is not encouraged at Rapid Fire presentations. Please encourage attendees to visit your booth for more information and literature.

## III. ON-SITE

**A. ARRIVE ON TIME:** Speakers should check in at the AWFS Fair Live booth (#9784) **30 minutes prior to your session**. You **MUST** provide your cell phone and you will be contacted if you are not at the AWFS Fair Live booth at least 15 prior to your session.

**B. SESSION LENGTH:** Each exhibitor is limited to one (1) Rapid Fire session. "Rapid Fire" sessions are **strictly 15 minutes**. Speakers will be given "5 and 1-minute remaining" cards.

**C. ATTENDEE CONTACT INFO:** AWFS® does not provide the contact information of attendees, however exhibitor presenters are permitted to scan attendee badges using the exhibitor's lead retrieval account in the AWFS Live Booth within 10 minutes immediately before and following their presentation.

**D. PHOTOGRAPHY:** Rapid Fire Presentations will not be video taped, and private video taping is not permitted. Still photography is permitted and AWFS® show management reserves the right to photograph your session; images may be shared on social media, and will be available after the AWFS®Fair upon request.

## IV. AFTER THE SHOW

**A. EVALUATION/FEEDBACK:** AWFS will share with speakers any attendee feedback received in a timely manner.

*I understand and agree to adhere to all statements included here.*

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SIGNED NAME

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PRINTED NAME

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DATE

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TITLE

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COMPANY NAME

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BOOTH #