

To: All Investor Pitch Presenters

**Before the Showcase:**

Send your final version (in **POWERPOINT**) no later than noon Friday, 10 June (unless otherwise arranged), to [Linda@PlanoAndSimple.com](mailto:Linda@PlanoAndSimple.com) and [joyce.chen@technologyreview.com](mailto:joyce.chen@technologyreview.com).

Slide deck **must** be in **POWERPOINT**. If you wish, also send a PDF version to ensure that the look and feel is preserved.

**Before your presentation:**

- Plan to arrive **NO LATER THAN 11:00** am EDT to set up your demo table, review the look and feel of your pitch, become familiar with the layout, etc.
- Check in with **Joyce Chen** as soon as you arrive if not before.
- Seating will be reserved for all speakers near the podium.
- Your presentation has been loaded, in order, with the rest of the presenters in your group, in a single file (this is why we need them in PPT). The presentations are separated by one conference slide. The final slide announces the next session.

**During your presentation:**

- You will be introduced by **Linda Plano**. There is only one mic so you will need to stand to the side until he or she has finished.
- When you start your talk, introduce yourself even though you have just been introduced; i.e., do your pitch just as you've practiced it.
- If for some reason your presentation is not on your first slide when you get to the podium, just advance the slides until you get to it.
- The safest way to advance the slides is by pressing on the arrow keys on the keyboard or using the clicker. If you have any problems, I will be on hand to assist (it's my laptop).
- Remember to focus on the audience, not the screen behind you. Remember that whenever you turn back to the screen, you will be turning out of range of the mic.
- Do not point at the screen with your finger, laser pointer or other device. Or else.
- There is a timer at the podium. The light will be green for the first 9 minutes of your pitch, yellow for the last minute, and then turn red. At about 30 seconds left, I will stand up. When your ten minutes are up, I will approach the podium and you will finish the sentence you are on and end. Sentences that go on for one minute plus are frowned upon. ☺
- Try to relax and have fun with your pitch. After all, you have a cool innovation, a great business concept and this is an exciting opportunity to let a hand-picked audience hear about it.

**After your presentation:**

- Advance the presentation to the separator slide (the one with the conference logo). If you forget, no problem.
- Sit down and pat yourself on the back.
- At the breaks, return to your exhibit table so that interested audience members can find you easily.

**After the showcase:**

Please stay near your table during the gala so audience members and event guests who were not at the event can find you easily.

Many thanks for your participation!

Linda, Joyce & Antoinette

[Linda@PlanoAndSimple.com](mailto:Linda@PlanoAndSimple.com)

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