

## 2017 Hot Rocks Presentation Guidelines

Thank you for participating in our VetPartners™ Mid-Year Meeting program!

Each 30-minute Hot Rocks presentation is designed for a maximum of 15 -20 minutes of content/presentation time where you share a hot new concept, an innovative idea, a story and/or a helpful tool. In the remaining 10-15 minutes, we expect you to build in ways that your audience can interact with your story and ideas. Brief conversations in pairs, table discussions, individual or group exercises, self-assessments, traditional Q&A ... get creative.

The 30 minute maximum time will be closely adhered to, and time cards will be raised at intervals to let you know how much time you have remaining. A STOP card will be raised when you are out of time. These time deadlines are important so that the meeting progresses in a timely fashion and we show fairness to all presenters.

Due to time constraints, we limit each presenter to a maximum of 12 PowerPoint slides, preferably less than 10. We ask that you submit your PowerPoint slides to [elizabeth@vetpartners.org](mailto:elizabeth@vetpartners.org) by no later than June 30, 2017 for review by the Program Committee. This allows time for the committee to review your submission and request any changes; as well as allowing you to make the changes before the final presentation is submitted.

All presenters planning on using PowerPoint must use the VetPartners Slide Template. Presentations will be reviewed and pre-approved by the Program Committee and loaded onto the association computer to facilitate presentation sequencing. The VetPartners Slide Template may be downloaded at [www.vetpartners.org/Speakers](http://www.vetpartners.org/Speakers) Please contact your assigned Program Committee member liaison (listed in your acceptance letter) with any questions OR if you wish to use a presentation medium other than PowerPoint (e.g. Prezi, Haiku Deck, etc.).

Similarly, all handouts must be submitted electronically to [elizabeth@vetpartners.org](mailto:elizabeth@vetpartners.org) by June 30, 2017 for pre-approval by the Program Committee. Once approved, the handouts, along with a copy of your final PowerPoint slides, may be made available as a downloadable PDF file for Mid-Year Meeting attendees.

**The Hot Rocks presentations are intended to be informative and educational sessions for your peers. Please do not use this as an attempt to promote your company or your business.** Please do not make reference to your company's services, and/or include or distribute company literature or sales information in either your written materials or verbal presentation. Likewise, unless otherwise approved, please do not include your business logo on your PowerPoint slides.

Lastly, any quotes or statistics cited in either your written materials or oral presentation must cite a reference to the source for this information.

Thank you for adhering to these parameters.