



IMPORTANT DEADLINES

Speakers, Sponsors, Partners and Exhibitors will provide the following items and adhere to the deadlines indicated below;

| ITEM | DEADLINE |
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| <p>Speaker Pass Registration (only if Speaking)</p> <ul style="list-style-type: none"> Event Organizer will provide Exhibitor with details how to Register for a Speaker Pass <p>Exhibitor Pass Registration (only if Exhibiting)</p> <ul style="list-style-type: none"> Event Organizer will provide Exhibitor with details how to Register for an Exhibitor Pass | <p>Within 7 days of returning Sponsorship Agreement</p> |
| <p>1-Page Advertisement (only if Speaking)</p> <ul style="list-style-type: none"> 1-page Advertisement Design File for Event App (JPG, PDF or InDesign File), Size (North America Events): 8.5" x 11" (US Letter), 0.25 inch bleeds, text and images converted to outlines Size (Outside North America Events): 210mm x 297mm (A4), 3mm bleeds, text and images converted to outlines Note: Advertisement is subject to review by Event Organizer and will not be included in Event App if not received by the deadline | <p>4 weeks prior to Event Starting Date</p> |
| <p>Presentation Slide Deck (only if Speaking)</p> <ul style="list-style-type: none"> Presentation Slide Deck to be uploaded to https://digimarcon.wetransfer.com/ (Widescreen 16:9 aspect ratio, PowerPoint, Prezi or PDF files only, Google Slides or Apple Keynote files not permitted) Ensure Presentation slides guide attendees to easily follow your presentation while you are speaking and serve as a reference tool after the session | <p>1 week* prior to Event Starting Date</p> |

*** Why Meeting Deadlines Matters for Conference Speakers**
 Submitting presentation slide decks on time is critical to delivering a polished, well-coordinated conference experience. Event organizers must manage hundreds of moving parts simultaneously—speakers, staff, volunteers, attendees, catering, security, sponsors, exhibitors, AV crews, and entertainment—often while planning multiple events back-to-back.

To ensure every session runs smoothly, organizers conduct a full quality review of all slides one week before the event. During this process, each deck is checked, properly sequenced within the presentation system, and preloaded onto the correct equipment to guarantee seamless transitions between speakers.

In the final days before a conference, the workload intensifies dramatically, leaving no practical capacity to process late submissions or accommodate last-minute edits. Delays add unnecessary strain to the team and can compromise the professional delivery attendees expect.

By respecting deadlines, speakers contribute to a high-quality event experience and demonstrate professionalism, reliability, and respect for the effort behind every successful conference.