

TECHSPO

TECHNOLOGY EXPO

SPEAKER GUIDELINES

SPEAKER REQUIREMENTS

Speakers agree to the following requirements:

- Submit the final presentation file to the Event Organizer no later than one week prior to the event start date.
- Check in at the venue during designated Speaker Check-In times and attend the mandatory Speaker Briefing on the day of their session.
- Ensure all videos are downloaded and embedded directly into the presentation file (no external streaming sources such as YouTube, TikTok, Vimeo, etc.).
- Provide all required information, artwork, and presentation materials in the specified formats and by stated deadlines.
- Be available to present at any assigned time during the event and refrain from requesting changes to the scheduled session slot.
- Arrive on time for the presentation and be ready to take the stage as scheduled.
- Dress in business or business-casual attire appropriate for a professional audience.
- Adhere to the allotted session duration and ensure the presentation does not run over time.
- Deliver a high-quality, informative, and educational presentation containing current, accurate, and relevant content.
- Maintain professional speech and conduct at all times, avoiding offensive language, inappropriate humor, or comments referencing religious, racial, ethnic, or other personal characteristics.
- Ensure examples and content are respectful and considerate of the cultural diversity of attendees.
- Speak positively or neutrally about the Event Organizer and treat the organization with respect.
- Maintain an objective, vendor-neutral perspective; avoid sales pitches, product promotions, and giveaways or raffles during the session.
- Ensure all presented information is factual, non-misleading, does not violate any confidentiality obligations, and does not defame any individual or organization.
- Confirm that all presentation content and materials do not infringe upon or violate any copyright, trademark, patent, or intellectual property rights.

No Sales or Promotional Content in Presentations

To maintain the educational value and integrity of our conference program, speakers must avoid sales pitches or promotional content within their presentations. Sessions are intended to deliver genuine industry insights, practical strategies, and thought-leadership—not serve as marketing platforms.

Introducing commercial messaging during a presentation can undermine audience trust, weaken engagement, and diminish the speaker's credibility.

Speakers who also have an exhibit booth are welcome to discuss their products or services within the Exhibition Hall, where attendees expect and appreciate those conversations.

This policy ensures that presentations remain informative and impactful, while exhibitors retain a dedicated space to

showcase offerings and build business relationships.

REFUSAL OF CONTENT

The Event Organizer reserves the right to review and approve all presentation slide deck content submitted by the Speaker. If the Event Organizer determines that the content:

- (a) does not meet the standards appropriate for the event or its audience; or
 - (b) does not comply with the terms of this Agreement,
- the Event Organizer may require the Speaker to revise, edit, or modify the content to ensure suitability for presentation at the Event.

Both parties agree to work cooperatively and in good faith to address any requested changes. However, if the Event Organizer ultimately concludes that the content remains unsuitable, the Event Organizer may refuse the content and terminate the Speaker's participation with written notice.

DUE DATES & DEADLINES

Speakers are required to comply with all submission deadlines provided by the Event Organizer, as outlined at: [https://techspo.co/schedules/TECHSPO Important Deadlines.pdf](https://techspo.co/schedules/TECHSPO%20Important%20Deadlines.pdf). To avoid delays, Speakers are strongly encouraged to set reminders for all deliverables. Failure to meet critical deadlines may result in cancellation of the Speaker's session and replacement at the Event Organizer's discretion. The Event Organizer also retains the right to adjust, shorten, or cancel sessions at any time.

FAILURE TO PERFORM

If the Speaker becomes unable to fulfill their speaking commitment due to an emergency or unforeseen conflict, they must notify the Event Organizer in writing at least thirty (30) days prior to their scheduled session and assist in identifying a qualified replacement. Any proposed substitute will require prior written approval from the Event Organizer.

PUBLICITY & PROMOTION

To support event visibility and audience engagement, the Speaker agrees to participate in the following promotional activities unless otherwise stated:

Pre-Event Promotion

- Promote their participation a minimum of three (3) times through social media, professional networks, or personal websites.
- Encourage attendance by sharing relevant event information, including any applicable promotional offers.

Onsite Promotion

- Actively engage with attendees and participate in networking activities to help promote their session.

Post-Event Promotion

- Share at least one (1) post-event promotion, highlighting session takeaways or thanking attendees.
- Provide testimonials and feedback for potential use in future event marketing materials.

Note: Speakers representing organizations with a Thought Leadership Sponsorship package are exempt from the promotional requirements listed above.

SPEAKER BRIEFING

All Speakers must attend the mandatory Speaker Briefing conducted by the onsite AV Technician at 9:30 AM on the day of their presentation. This briefing includes final instructions on timing, presentation logistics, audiovisual requirements, and stage procedures. It also provides the opportunity to address any last-minute questions to ensure a polished and seamless session.

If the Speaker cannot attend due to exceptional circumstances, they must obtain prior written approval from the Event Organizer. Unauthorized absence from the Speaker Briefing may result in removal from the program.

SPEAKER REGISTRATION CHECK-IN & SPEAKER BRIEFING TIMES

Speakers are required to:

- Check in at the VIP counter of the Registration Desk between **9:00 AM – 9:20 AM** on the day of their presentation.
- Attend the mandatory Speaker Briefing in the DigiMarCon Auditorium at **9:30 AM** on the same day.

EVENTS	SPEAKER CHECK-IN & BRIEFING DATE / TIME	REGISTRATION DESK LOCATIONS
DigiMarCon West & California 2026	If Speaking on: April 1st, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Loews Hollywood Hotel Mezzanine Level 1755 N Highland Ave, Los Angeles, CA 90028
	If Speaking on: April 2nd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
	If Speaking on: April 3rd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Canada 2026	If Speaking on: April 15th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Marriott Downtown at CF Toronto Eaton Centre Lower Ballroom Foyer 525 Bay St, Toronto, ON M5G 2L2
	If Speaking on: April 16th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Canada West 2026	If Speaking on: April 20th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Paradox Hotel Vancouver Grand Ballroom Foyer (Third Floor) 1161 W Georgia St, Vancouver, BC V6E 0C6, Canada
	Speaking on: April 21st, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Gulf Coast 2026	If Speaking on: April 29th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Houston Post Oak by the Galleria Hotel Ballroom Foyer (Lobby Level) 2001 Post Oak Blvd, Houston, TX 77056
	If Speaking on: April 30th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon New England 2026	If Speaking on: May 12th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Hyatt Regency Boston Hotel Grand Ballroom Foyer (Fourth Floor) One Ave de Lafayette, Boston, MA 02111
	If Speaking on: May 13th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Midwest 2026	If Speaking on: May 19th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Soldier Field Stadium United Club 1 1410 Museum Campus Dr, Chicago, IL 60605
	If Speaking on: May 20th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	

DigiMarCon Southeast 2026	If Speaking on: June 3rd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	The Westin Peachtree Atlanta Hotel 8th Floor Terrace 210 Peachtree St NW, Atlanta, GA 30303
	If Speaking on: June 4th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Southwest 2026	If Speaking on: June 11th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Hyatt Regency Phoenix Hotel Atrium (Level 2) 122 N 2nd St, Phoenix, AZ 85004
	If Speaking on: June 12th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Northern California 2026	If Speaking on: June 16th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Grand Hyatt San Francisco Hotel Grand Ballroom Foyer (Ballroom Level) 345 Stockton St, San Francisco, CA 94108
	If Speaking on: June 17th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Asia & Japan 2026	If Speaking on: July 2nd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Hilton Tokyo Bay Hotel Ambio Ballroom Foyer (B1F Level) 1-8 Maihama, Urayasu, Chiba 279-0031, Japan
	If Speaking on: July 3rd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Southeast Asia & Singapore 2026	If Speaking on: August 26th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Four Points by Sheraton Singapore Riverview Hotel Jubilee Ballroom Foyer (Fourth Level) 382 Havelock Rd, Singapore 169629
	If Speaking on: August 27th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon UK 2026	If Speaking on: September 3rd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	InterContinental Park Lane London Hotel Ballroom Foyer (Ballroom Level) One Hamilton Place, Park Ln, London W1J 7QY, UK
	If Speaking on: September 4th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Spain 2026	If Speaking on: September 7th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	W Barcelona Hotel Mega Room Foyer (Level -1) Plaça Rosa Del Vents 1, Final, Passeig de Joan de Borbó, 08039 Barcelona, Spain
	If Speaking on: September 8th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Europe 2026	If Speaking on: September 17th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Johan Cruiff ArenA Stadium Plein van de Toekomst (Level 4) ArenA Boulevard 1, 1100 DL Amsterdam, Netherland
	If Speaking on: September 18th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	
DigiMarCon Middle East & Dubai 2026	If Speaking on: September 22nd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am	Sofitel Dubai Jumeirah Beach Hotel Monte Carlo Ballroom Foyer (Ballroom Level) The Walk, Marsa Dubai, Jumeirah Beach Residence,

	<p>If Speaking on: September 23rd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	Dubai, UAE
DigiMarCon South Africa 2026	<p>If Speaking on: September 28th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	<p>NH Johannesburg Sandton Hotel Ballroom Foyer (Lobby Level) 138 Rivonia Rd, Sandown, Sandton, 2196, South Africa</p>
	<p>If Speaking on: September 29th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	
DigiMarCon Africa 2026	<p>If Speaking on: October 1st, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	<p>V&A Waterfront Cape Town Avenue Conference Venue Avenue Conference and Event Venue Foyer (Ground Level) 40 Dock Rd, Victoria & Alfred Waterfront, Cape Town 8001, South Africa</p>
	<p>If Speaking on: October 2nd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	
DigiMarCon Mid-Atlantic & Northeast 2026	<p>If Speaking on: October 8th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	<p>Live! Casino & Hotel Philadelphia Market Ballroom Foyer (Second Floor) 900 Packer Ave, Philadelphia, PA 19148</p>
	<p>If Speaking on: October 9th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	
DigiMarCon Florida 2026	<p>If Speaking on: October 14th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	<p>Hyatt Regency Miami Hotel Riverfront Hall Foyer (Lobby Level) 400 SE 2nd St, Miami, FL 33131</p>
	<p>If Speaking on: October 15th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	
DigiMarCon South Atlantic 2026	<p>If Speaking on: October 22nd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	<p>Marriott Jacksonville Downtown Hotel Florida Ballroom Foyer (Second Floor) 245 Water St, Jacksonville, FL 32202</p>
	<p>If Speaking on: October 23rd, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	
DigiMarCon South 2026	<p>If Speaking on: October 29th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	<p>The Westin San Antonio North Hotel Grand Ballroom Foyer (First Floor) 9821 Colonnade Blvd, San Antonio, TX 78230</p>
	<p>If Speaking on: October 30th 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	
DigiMarCon World 2026	<p>If Speaking on: November 4th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	<p>Luxor Las Vegas Hotel & Casino Lotus Ballroom Foyer (Main Casino Level) 3900 S Las Vegas Blvd, Las Vegas, NV 89119</p>
	<p>If Speaking on: November 5th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	
	<p>If Speaking on: November 6th, 2026 Speaker Check-in: 9:00am – 9:20am* Speaker Briefing: 9:30am – 9:40am</p>	

*** Importance of Checking in on Time**

To ensure a seamless event experience, Speakers must arrive at the venue and complete their Speaker Registration Check-In at the designated time. This allows the Event Organizer, Speaker Relations Team, and Event Emcee to maintain the program schedule and avoid unnecessary disruptions.

If a Speaker anticipates a late arrival—for example, due to travel delays—they must notify the Event Organizer in advance and provide an accurate estimated arrival time.

SPEAKER SEATING

Speakers will have reserved seating near the AV Technician at the back of the Auditorium for quick stage access. Speakers are required to be seated in this designated area at least **30 minutes** before their scheduled presentation time to ensure smooth transitions and final coordination.

SPEAKER TIME KEEPING

- Allow time within your session for the Emcee's introduction.
- Be aware of the Timekeeper's location and monitor your timing throughout the presentation.
- Do not exceed your allotted time slot.

AUDIO-VISUAL EQUIPMENT AVAILABLE

Provided AV Equipment:

- Shared PC Presenter laptop
- Digital Projector and Screen
- Lectern
- Wireless Headset Microphone with Belt-pack
- Wireless Remote Control to advance and reverse your presentation slides

Internet access is not available during presentations — no exceptions.

Important Laptop & Software Policy

Speakers **may not use their own laptops.**

All presentations are preloaded in advance using **SlideDog** software on the shared PC laptop to ensure seamless transitions and eliminate technical delays.

Speakers will **not** be able to make changes on the day of their session.

SUPPORTED PRESENTATION FORMATS

Only the following formats are accepted:

- Microsoft PowerPoint (.PPTX)
- Prezi (Prezi.EXE)
- Adobe PDF (.PDF).

We **do not** support Google Slides or Apple Keynote (.KEY) files. Please export these to a supported format before submission.

PRESENTATION SUBMISSION RULES

Initial Submission

Final presentations must be uploaded via the Event Organizer's WeTransfer page:
<https://digimarcon.wetransfer.com/>

(Do not email presentation files.)

Follow all provided upload instructions.

Revisions

If revisions are needed after initial upload:

1. Upload the revised file to WeTransfer, and
2. Notify the Event Organizer via email

Deadline for revised submissions: **2 days before the Event start date.**

No Revisions on Event Day

Presentation changes **cannot** be accommodated on the day of the session.
Files are fully tested and sequenced in advance to maintain technical reliability and keep the schedule on time.

PRESENTATION PREPARATION GUIDELINES

Please follow the guidelines below when preparing your presentation.

General Slide Design

- Keep content clear and concise
- Maintain a consistent, uncluttered visual theme
- Use visual aids (charts, graphs, images) sized for large-room visibility
- Ensure emphasis lines are bold and easy to distinguish
- Separate paragraph sections with spacing
- Use bullets or numbering for structured readability

Text Formatting

Minimum font sizes:

- Titles: **40 pt, bold**
- Subheadings: **32–36 pt, bold**
- Body text & figures: **24–28 pt, bold**

Additional text guidelines:

- Prefer sans serif fonts (e.g., Arial, Verdana)
- Use mixed case — avoid ALL CAPS
- Use strong contrast (e.g. white or yellow on dark backgrounds)
- Avoid red text — difficult to read on projection screens

Graphics

- Simplify detailed graphics for clarity
- Minimize clip art
- Test screenshots for full-screen readability

Slide Layout

- Keep slides clean and focused
- Apply the **6x6 rule** — no more than 6 words per line and 6 lines per slide
- Keep text horizontal whenever possible

Animation & Multimedia

- Use minimal animations only where they support content
- Do not include sound effects
- Video files must be embedded (no streaming or hyperlinks)

Technical Standards

- Widescreen format: 16:9
- No live internet links — use screenshots instead
- Notify the Event Organizer in advance if audio/video elements are included
- Slides run from session room computer; Speaker controls transitions
- Move to transition slide when finished presenting
- Embed charts as objects—no dynamic links
- Keep file size under 100 MB when possible
- Disable auto-advance timing

RECORDING & SLIDE SHARING POLICY**Video Recording**

Speaker presentations will be recorded and published approximately two weeks after the event on:

- DigiMarCon official websites
- Vimeo and/or YouTube

Slide Deck Sharing

Slide decks will also be made publicly available approximately two weeks after the event on:

- DigiMarCon official websites
- SlideShare and/or Medium