



VPC Speaker Agreement & Instructions

We desire to foster an educational atmosphere that is conducive to learning and networking. Please check the boxes beside the statements below as acknowledgement of the terms and conditions for your presentation:

LIVE PRESENTATIONS

- No solicitation of any goods or services or distribution of materials (other than official session-related materials) are permissible during any session.
- Speakers will be on-site at least 1 hour prior to the start of the session.

DIGITAL PRESENTATION SUBMISSION

- No solicitation of any goods or services or distribution of materials (other than official session-related materials) are permissible during any session.
- Speakers will share a narrated presentation (max of 20 minutes) and 4 true/false questions with conference staff by **February 25th**. **See Digital Presentation Submission Instructions for more information**
- I understand that my presentation will be available through a password protected site hosted by Target Specialty Products. *Target Specialty Products is partnering with VPC for conference hosting purposes only. Presentations will ONLY be available to verified VPC Virtual Attendees from March 2022-August 2022.

Please sign this agreement and return, via email, no later than **Friday, February 18** to Amanda.klein@target-specialty.com.

Speaker

Date

VPC Digital Presentation Recording and Submission

- Presentations should be narrated.
- Recordings should be submitted in a MP4 file format.
 - Zoom, GoToMeeting, Google Meets, and many other video conferencing programs allow for screen recording (and will record audio). Newer versions of PowerPoint also have slide recording features.
 - If you need additional assistance with presentation recording, please reach out to Amanda Klein via email Amanda.klein@target-specialty.com ASAP. She may be able to provide program specific instructions.
- Files should be shared to the VPC Video Dropbox file. You can access share by going to the link below:
<https://www.dropbox.com/request/FNJwCn3Z877zgMw77YN5>

Helpful Recording Tip Videos

Google Meets Recording- <https://www.youtube.com/watch?v=IYDu3Ar2kUQ>

PowerPoint Slide Audio- <https://www.uwec.edu/kb/article/how-to-add-audio-to-powerpoint-on-windows-10-and-mac/>

Keep in mind you that you can use any recording program or software that you are familiar with as long as the presentation is delivered as an mp4 file.