

1. PPT GUIDELINES – PPT DUE OCTOBER 10, 2022

- The IMRP **PowerPoint template** must be used.
 - The template can be downloaded [here](#).
 - The font and slide size must not be changed.
- **Slide #:** The number of slides must approximately be equal to the number of minutes you are given.
- **Content:**
 - Define 1-3 key messages that you want to convey and build your presentation around them.
 - Keep text to a minimum: Organize keywords in bullet points, use *simple* graphics and tables.
 - Feel free to provide one or more key references.
- **Videos:** Embed videos in your PPT. (Bring the video file with you to the conference for backup.)
- **Polling:** If you think that audience polling would be beneficial for your presentation, we will help you to implement this feature. Please let us know in advance.

2. SUBMIT YOUR PPT PRESENTATION FOR REVIEW BY OCTOBER 10, 2022 (IMPERATIVE)

The organizers reserve the right to cancel your presentation if your PPT has not been received by the deadline.

1) Go to the meeting management system and login with your email address and password.

<https://iia.tech4pco.com/>

You can email leona@iseventsolutions.com if you need to reset your password.

2) On your Dashboard go to “My Presentations”.

3) Click on “Upload PPT”.

4) Towards the bottom of the page next to “Powerpoint Uploads” click on the green button “+ Add Files”.

5) On your Dashboard go to “Web Posting Consent”, to accept or decline that your slides being published on the members section of the iia website.

If you have any questions, please email leona@iseventsolutions.com.