



## Presentation Slides Submission Instructions

Session slides are a requirement of all session speakers at DesignCon. They are of utmost value to attendees, and will be made available to them to download and review. You are **REQUIRED** to use the official DesignCon Speaker Slide template as per the signing of your speaker agreement. Failure to do so may result in your session being excused from the program.

**\*\*NOTE for Panels-** Panel organizers- please work with your panelists to submit ONE PDF for your entire group. If you are a panelist and not sure if you need a presentation, please contact your panel organizer.

**Slides must be submitted for all sessions by DECEMBER 19, 2017 11:59PM PST.** Below are instructions for formatting and upload of presentation slides.

**\*\*\*\*\*IF YOU HAVE CHANGED THE TITLE OF YOUR PAPER/SESSION FROM YOUR ORIGINAL PROPOSAL, YOU MUST EMAIL HEATHER LOBAO WITH THE CHANGE. OTHERWISE, YOUR SLIDES MAY BE REJECTED. \*\*\*\*\***

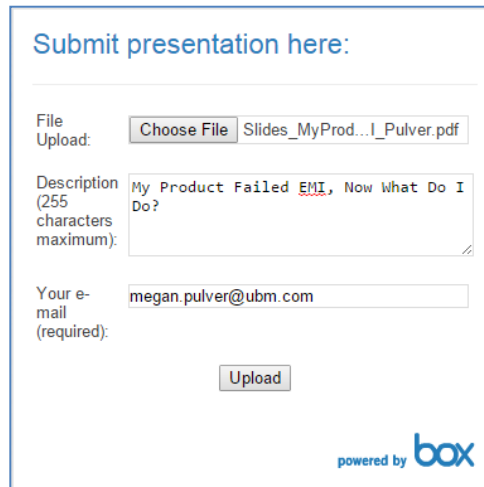
- **Format # 1: PDF ONLY**
  - The PDF version of the presentation slides will be made available to attendees for download and review. You are **REQUIRED** to use the official DesignCon Speaker Slide template.
- **File Naming:** SLIDES\_Track#\_FirstFiveWordsOfSessionTitle\_YourLastName.pdf  
Ex) SLIDES\_12\_MyProductFailedEMI\_Pulver.pdf
- **Description:** In the Description, please put the title of your session and enter your email address.
- **Add Page Numbers to Slides and Notes:** When you add slide numbers, all slides are included in the slide count, including hidden slides. If you print notes, page numbers are included.
  - On the **Insert** tab, click **Header & Footer**
  - In the **Header and Footer** box, on the **Slide** tab, select the **Slide number** check box, and then in the **Starts at** box, type the page number that you want to start with on the first slide.
  - Click **Apply to All**.
  - **NOTE:** The only way to exclude hidden slides from the count is to manually number each visible slide. Add a text box to each slide and then add the page numbers to each text box.

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WHERE THE CHIP MEETS THE BOARD

- Upload slides using Box.com widget on the [Speaker Center](#) website.
  - Submit the final presentation in **PDF** format only
  - Name your PDF file: **SLIDES\_FirstFiveWordsOfSessionTitle\_Yourlastname.pdf**

Ex)



Submit presentation here:

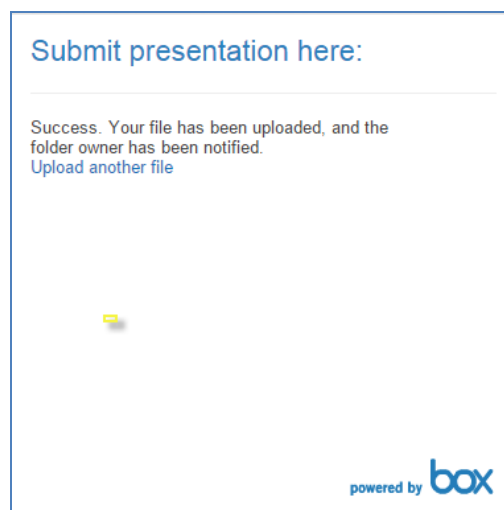
File Upload:  Slides\_MyProd...I\_Pulver.pdf

Description (255 characters maximum): My Product Failed EMI, Now What Do I Do?

Your e-mail (required): megan.pulver@ubm.com

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- **Acceptance**
  - Once you've hit 'submit' on the Box.com widget, you will see the following message. If you see this, your slides have been submitted. **YOU WILL NOT RECEIVE EMAIL NOTIFICATION.**
  - You will be notified if your slides have NOT been received and/or are required to make revisions.



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**REVISIONS: If you need to submit a revision of your slides, please DO NOT upload to Box. You should send DIRECTLY to [HEATHER LOBAO](#).**

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If you have any questions or issues uploading slides, please email [Heather Lobao](#).