



Utility Payment Conference

Presentation Proposal Information

Overview

We are happy to see you are interested in submitting a presentation proposal. Prior to submitting a proposal for consideration, please review the information below. Note: All presenters must be a registered participant of the conference. It is the Utility Payment Conference's policy to accept noncommercial presentations. Kindly provide a noncommercial presentation please.

Guidelines

We cordially invite interested parties in the communication, cooperative, municipality, utility and their service providers to submit presentation abstracts for this year's conference.

Timeline

Abstract submission due date: April 30
Abstract notification e-mails sent: May 15

Abstract selection: May 10
Final presentation submittal: September 15

General Information

Audience - Your audience will consist of decision makers; vice presidents, directors, managers, supervisors, coordinators, analysts and representatives from the cooperative, communication, municipality and utility sectors along with their service providers in the Billing, Credit and Collection, Customer Service, Customer Office, Customer Accounting, Treasury, Payments, Remittance and IT departments.

No Proprietary or Confidential Information

All information shared for the abstract and throughout the selection and presentation process should be generic. No proprietary or confidential information should be shared at any time. Note: Service Providers - your company name should only appear on the first slide as described below. No sales or repetitive information regarding your company is to be spoken, displayed or referred to throughout the presentation

Presentation Length

Presentation length may be from one half hour to 1 hour including (15 minutes Q&A).
Note: Amount of time provided to you may be adjusted by the Presentation Committee

Abstract Format

Abstracts should be submitted and listed in numeric order with the following information:

1. Provide a title for your presentation (12 words or less)
2. Provide the total amount of time you will need for your presentation
3. Provide the audiovisual need for your presentation (if known)
4. Provide 3–4 descriptive key items in 20 words or less that would best explain the information you wish to share with the audience; including 3–4 key educational/knowledge sharing items
5. Provide a clear and concise 150-word description of your presentation
6. Provide information and/or contact references if you have provided this same or similar presentation within the past 18 months.
7. Provide complete contact information for person submitting abstract including: Name, Title, Address, City, State, Zip, Telephone and email address
8. Provide complete contact information for each speaker and co-speaker(s) of presentation. Include: Name, Title, Address, City, State, Zip, Telephone and email address

Abstract Submittal

Abstracts must be sent electronically prior to on or the due date to info@paymentconference.com.

Selection Information

The scope of your presentation should be relevant to the audience and supported by your requested 3–4 knowledge indicators. Abstracts will be reviewed and selected by the Presentation Committee based on: clarity and quality of the presentation, relevance to the audience, originality, style and innovation of presentation

Selected Presentation Criteria

Presentations are to be provided in an unlocked Power Point. Once accepted, the presentation will be locked. Refer to the Power Point Presentation Format listed below.

The selected presentation (presenter) will be asked to confirm via email, their audiovisual needs for their presentation. Presentations are subject to cancellation if the final presentation submittal date is not met. All presentations will be available for viewing on our website immediately prior to and after the conference for up to two weeks.

Please note: Failure to meet any deadline and/or requested criteria will result in your presentation being cancelled.

Power Point Presentation Format

Introduction or first page of power point should contain:

- Title of presentation
- Name of speaker and co-speakers
- Logo of Utility Payment conference on the first introductory page - no more than 2" and only on the first introductory page

Last page of presentation may contain:

- Name and Titles of speaker/s
- Company Name
- Contact information: telephone and email