



## Utility Payment Conference

### Presentation Proposal Information

#### Overview

We're happy to see you're interested in submitting a presentation proposal. Prior to submitting a proposal for consideration, review the information below. **Note:** All presenters must be registered for 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

The audience consists of decision makers/influencers; vice presidents, directors, managers, supervisors, coordinators, analysts and others from the cooperative, communication, municipality and utility sectors with service providers in Billing, Credit, Collection, Customer Service/Offices, Customer Accounting, Treasury, Payments, Remittance and IT departments.

#### No Proprietary or Confidential Information

All presentation information shared should be generic; no proprietary or confidential information should be shared at any time. No sales or company promotions are allowed to be spoken, displayed or referred to throughout your 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; 20 words or less that best explains the topic; including 3–4 key education items
5. Provide a clear and concise 150-word description of your presentation
6. Provide information/references if you've provided this same or similar information within the past 12 months
7. Provide contact information for person submitting abstract. Include Name, entire Address, Telephone and email
8. Provide each speaker(s) contact information. Include: Name, Title, entire Address, Telephone and email

#### Abstract Submittal and Acceptance

Abstracts must be received electronically prior to/on the due date. If accepted, your presentation is based on the information provided. If your presentation and/or presenter(s) change from the initial acceptance, your presentation may be removed from the agenda. Where a utility/vendor presentation is accepted and the utility representative cannot participate, that representative must be replaced or the presentation will be removed from the agenda.

#### 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 and Acceptance

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