



Utility Payment Conference

Presentation Proposal Guidelines

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 15 Abstract selection: May 10

Abstract notification e-mails sent: May 15 Final presentation submittal: August 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 will be accepted.

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

Note: PowerPoint presentation format backgrounds are to be dark with light text or light with dark text.

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