Dear NY23 Innovation Theater Presenters,

You are scheduled to present your "lightning talk" presentation on:

Date:
Time:
Title:
Description:
Speaker:

Please provide the information above by 12pm EST on Wednesday, January 11, as we will be uploading it to the mobile app and publishing the schedule to attendees next week. Information on Lightning Talks can be found at the bottom of this email.

Please plan to report to the NY23 Innovation Theater (6th floor exhibit hall) 10 minutes before your presentation. We will have staff checking on the session 10 minutes prior to starting should assistance be needed. There will be a PC laptop and podium mic in the theater. Handouts are permitted during your theater time. Scanning is only permitted by the exhibiting company *during* their allotted time.

We are requesting that presenters send their PowerPoint presentation in advance so we can pre-load the laptop.   If you anticipate changes to your PowerPoint after today, please also plan to bring it with you onsite on a thumb drive.

Some additional information on lightning talks and best practices is located at the bottom of this email!

If you have any questions before your presentation or you cannot make the session, please do not hesitate to reach out to me. We look forward to seeing you soon!

Best,
Dani

<u>Lightning Talks</u>
A lightning talk is a very short session that briefly introduces and touches on a topic. Lightning talks are anywhere between 3-15 minutes, typically lasting about 5 minutes. They are often part of a larger session of lightning talks on a variety of topics or topics surrounding a common theme.

The goal of a lightning talk is to connect the audience with an idea and provide attendees with a name and face to follow up with if they want more information on the subject presented. Due to their nature, these talks are not deep. Focus on the key points regarding what matters most. Leave a few minutes for Q&A

When developing your lightning talk…
Limit Your Slides: Stick to a small number of slides with only the most pertinent information on your topic.

Use Good Design: Check for high color contrast, choose simple sans-serif fonts sized 36 or higher, and limit use of animations or transitions

Communicate Clearly: Your presentation should be simple and direct. Be prepared to summarize content portrayed visually, such as information detailed in a graph.

Ask Yourself: What is most important for your audience to take away from the session?

Use Handouts: Provide handouts or links for further information and resources, including your contact information. Include more than one handout format (e.g. Word and PDF) if uploading to the conference mobile app (email Dani)