



# Speaker Guide

The Reverse Logistics Association welcomes you! Whether you are speaking at the Reverse Logistics Conference & Expo or Reverse Logistics Seminars, we are looking forward to your participation and recognize the important role session Speakers, Panelists and Moderators play in ensuring a successful event.

Outlined below is the information you will need with regards to your participation. Please contact us at +1 510-440-8565 or email [info@rltshows.com](mailto:info@rltshows.com) if you have any questions, concerns or requests.

## Prior to the Event

**Registration** – please go to [https://rltshows.com/speaker\\_register.php](https://rltshows.com/speaker_register.php) to register as a speaker, panelist or moderator for the event that you are participating in.

**Release Forms** – Manufacturers, Retailers, Branded Companies or Academics please print and complete “Manufacturer/Retailer/Academic Release Form” (see below). 3PSPs, Consultants and Others please print and complete the “3PSP/Consultant Speaker Release Form” (see below). Return the complete form by fax to our corporate offices at +1 510-991-9950.

**Digital Photograph, Biography, Company Logo** – Please submit your company logo, digital photograph and a brief biography via email to [info@rltshows.com](mailto:info@rltshows.com). Please submit a logo that is print ready – i.e. high resolution at least 300 dpi. We will create a speaker information page on the RLTS website showing your photograph, logo and bio that will be linked to the event that you are participating in.

**Presentation Template** – The template, [http://www.rltshows.com/RLA\\_Presentation\\_Template.ppt](http://www.rltshows.com/RLA_Presentation_Template.ppt) is provided for your convenience and includes the RLA logo. The RLA logo should be placed on the lower left corner of the footer on each page of your presentation. You may place your company logo and any background of your choosing anywhere on the slide.

**Presentation** - The Draft Version of your presentation must be submitted 90 days before the event and the Final Version is due 30 days before the event.

## At the Event

You are invited to attend the **Exhibitor, Sponsor & Speaker Reception** which is held on the evening before the event begins. You will receive a formal invitation with details regarding the reception by email.

When you check in at the RLA Registration Desk you will be given a **speaker badge** which will give you access to all areas of the venue. At this time you will also be given a speaker appreciation/gift bag, a brief orientation and an escort to the speaker preparation room.

### The Presentation

The **Draft Version** of your presentation must be submitted **90 days** before the event and the **Final Version** is due **30 days** before the event.

**The format of the presentation should be Microsoft Powerpoint.**

Although we do not limit the number of slides, from experience we highly recommend that you limit your presentation to **10-20 slides**. This will help you stay in the 30 minute time frame and also helps to keep the presentation clear and unrushed.

**Your presentation must be of educational content on Reverse Logistics. Commercial presentations promoting your company products, services or solutions are not allowed. Presentations must be approved by the RLA Advisory Board prior to the event.**

Your presentation will be pre-loaded onto a RLA laptop. Prior to speaking, the first slide of your presentation will be on the screen. You will also have a lapel microphone or cordless microphone should you wish to walk around during the presentation. A laser pointer/remote clicker is also provided to point to items on screen and advance your slides.

You will be introduced right on the hour. Unless you request otherwise, the introduction will be an excerpt of the bio you provided. The intro will be about 1-2 minutes. Presentations are limited to **30 minutes** with an additional **10 minutes for questions and answers**. **Presentation should last no longer than 40 minutes total** to allow attendees to mingle in the exhibit hall and setup for the next conference session.

You will be **reminded** 20, 25 and 29 minutes into the presentation (by a **white sign** in the back of the hall) that you have 10, 5 and 1 minute of presentation time left. At 1 minute you may finish your presentation and open up the floor for a 10 minute questions and answer period. During the Q&A period, the RLA staff member will be located in the back of the conference room and will hold up a **Green Sign** indicating 10, 5, and 1 minutes to close the floor if there are questions. If there are no questions, you may thank the group and close your presentation. Following the close of the session there may be some attendees that wish to talk to you in person.

### Following the Presentation

At the end of the first day of the conference, **Round Table Discussions** will be held depending attendee interest and participation. You are invited to host a table to facilitate discussion about industry related issues and best practices. Your name will be placed on a tag at the table you are invited to host. This is a very informal and casual experience which allows attendees to discuss industry best practices. Once you begin the discussion you will see that the group will quickly participate thus creating a dynamic and informative discussion offering attendees to bring back true ideas to their organizations. Food, drink, notepads and pens are provided.

For your participation in the event, OEM, Branded Companies, Retailer and Academic speakers will be given a complimentary **Associate Membership** in the Reverse Logistics Association. This level of membership will give you and your colleagues (with the same email domains) access to all conference presentations free of charge as well as a year-long subscription to the weekly news clippings and monthly newsletter.