

# Presenter Form

Please return this form by **October 1, 2021**. This will help us prepare the conference materials for participants. This will also allow us to process your complimentary event registration, which entitles you to access events on the agenda the day of your presentation (multi-day events). Note: If applicable: you are responsible for your accommodations and registering for additional days.

You can find presenter resources at <http://ctt.mtu.edu/presenter-resources>. If you plan to use slides, we require submittal of your presentation, inserted video/audio files (if applicable), and any necessary permissions you obtained from your media's copyright holders. Please submit these items at <https://uploads.cttportal.com/> by **October 1, 2021**. The CTT is available to assist you with developing a presentation outline and slides.

Contact us at [ctt@mtu.edu](mailto:ctt@mtu.edu) or (906) 487-2102 if you have questions or need assistance.

*Want a better PowerPoint?*

*Create an outline with a clear central idea and three to four audience take-aways*

*Keep points simple and succinct; and, use large type, standard fonts, and strong contrast*

*Use simplified charts and graphs instead of tables; and, use images where possible*

*Use video only if it is the best or only way; and, clip videos to one minute*

## BIOGRAPHICAL INFORMATION

### Name & Education/License Acronyms

Enter name and indicate degree/license >

he/him ☐ she/her ☐

Name (if different from listed, left)

PE ☐

PhD ☐

MS ☐

MA ☐

BS ☐

BA ☐

LEED ☐

JD ☐

### Job Title

Enter job title >

Job title (if different from listed, left)

### Employer

Enter employer organization >

Employer (if different from listed, left)

### Speaker Biography

Enter bio details in the fields >

Job Responsibilities/Accomplishments (especially if related to your presentation)

Date Started in Field & Previous Positions Held

Professional Affiliations (especially those related to your presentation)

Degrees Obtained & Granting Institution(s)

### Contact Information/Website (for publication)

Enter publishable contact info >

## ABOUT YOUR PRESENTATION

### Title

Enter presentation title>

Change(s) requested:

### Summary

Enter presentation summary>