

Thursday, March 6, 2025
7:30 AM – 6:00 PM
Meydenbauer Center | Bellevue, WA

www.WAEducationForum.com



Thank you for speaking at the upcoming RIMS Washington Educational Forum on March 6, 2025, at the Meydenbauer Center, Bellevue. We are extremely excited to have you speak and know our attendees will find great value in your participation. We ask each speaker to read and adhere to the guidelines below.

Presentation Guidelines

- The Education Forum draws participants from a wide variety of industries, government, and academia. It is important that your presentation include enough background to be understood by those who are not specialists in your area. Content should help participants see various points of view, key concepts to consider, and/or methods that help them improve professional effectiveness.
- Presenters are encouraged to use both “show” and “tell” formats. Visuals should be professional in appearance and easily legible from the back of large rooms. Speaking to, rather than reading from slides provides more opportunity for you to engage the audience. As such, we recommend that you use no more than one slide per minute of presentation. **Please note, we require you use the RIMS WA Education Forum PowerPoint template if a presentation will be used.**
- **Please provide your presentation materials no later than Friday, February 28th.** These should be sent in a widescreen (16:9) PowerPoint format. White papers, research materials, supporting documents or weblinks relevant to your topic are also strongly encouraged and will be placed on our website for attendees to reference.
- Check your speaker welcome email for the total time allotted for your presentation. Please remember the importance of leaving time for questions, either throughout or at the end of your presentation. It is good practice to repeat any questions asked by the audience to ensure everyone hears the full question and your answer.
- **The Education Forum has a firm policy on commercialism.** The conference programs are non-commercial forums. Individuals must refrain from the use of brand names and specific product endorsement. Under no circumstances should the podium or panel be used as a place for promotion of a speaker’s product, service, or monetary self-interest, nor for promotion of a product or service offered by Speaker’s employer or client.
- By confirming to speak, you agree that the content you are presenting shall not infringe or violate any copyright, trademark, patent or intellectual property rights of any person or entity.
- Presenters from any session podium or panel must refrain from statements or humour that disparages the rightful dignity and social equity of any individual or group.
- Attire for the conference ranges from business casual to business formal, and speakers are encouraged to dress in business attire during presentations.
- Cancellations are always regrettable. If an emergency prevents you from presenting, please immediately notify Conference Director, Jennifer Saliba jennifer@consultrhino.com and the Education Forum Speaker Co-Chairs, Tracy Elliott tracy.elliott@coinstar.com and Sharon Clark sharon.clark@marsh.com. Help identifying a substitute to fill the vacancy is greatly appreciated.

Thank you again for agreeing to speak at the RIMS Washington Educational Forum. We are eagerly anticipating your presentation!

For immediate assistance, please contact:
Conference Director, Jennifer Saliba, jennifer@consultrhino.com