Impressions Expo requires that the approved show-specific PowerPoint slide template be used for all presentations by all speakers.

You are not permitted to alter the template in any way; however, you may add your logo to the last slide in your presentation if you choose to do so.

If you have any questions, please contact us prior to submitting your final session presentation, which is due ***Friday, August 11th or sooner***.

**Additional PowerPoint Helpful Hints:**

If at all possible, send over your presentation as a PowerPoint document. File size should be no more than **2MG** in size. If the file is extra-large due to graphics, please visit [WeTransfer](https://wetransfer.com/)to send over large files.

Additionally, these presentations may also double as your handout for attendees. If you send over your file saved as PDF please send over in handout format (3 handout slides per page) and use the following steps within the PowerPoint:

* Print
* Select “Adobe PDF” as printer
* Select “Properties”
* Select “***Smallest File Size***” as default settings
* Click “Ok”
* Under “Printer” and “Print What” select “Handouts”
* Over to the right of “Print What” you will see “Slides per Page”, select “3”
* Click “OK” and save as a “PDF” format

*\*If you do not utilize a PowerPoint during your presentation, please let us know as not all speakers have a PowerPoint. Also, if you do not have a PowerPoint for a handout or cannot use your PowerPoint as a handout for any reason, you may send in a handout that may be used (if applicable).*

Let us know if you have any further questions and we look forward to receiving your presentations on or before ***Friday, August 11th.***

**Getting Started:**

The Impressions Expo template is a group of slides with different templates to choose from. However, some of you may have already created a PowerPoint presentation and now just need to transfer them over to the template. Below are some simple instructions on how to add those slides onto the template without having to copy and paste.

To start, all you need to do is delete any extra slides in the template and then on the remove any writing that was done to the slides. Once you do that just save the plain template and follow these instructions:

1. Open the presentation that you want to add a slide to.
2. In the pane that contains the **Outline** and Slides tabs, click **Slides** (this option might not be available, all you need to do is click on the first slide), and then click where you want to add a slide.
3. On the **Home** tab, in the Slides group, click **New Slide**, and then click **Reuse Slides**.
4. In the Reuse Slides pane, click Browse then **Browse File** (Or Open a PowerPoint File).
5. In the Browse dialog box, locate and click the presentation file that contains the slide(s) that you want, and then click Open.
6. You will see all slides open up in the Reuse Slides pane you then just click on each slide individually and they will all be added to the template
7. After you have added all slides be sure to go through and adjust any text/pictures that might be too high or too low.