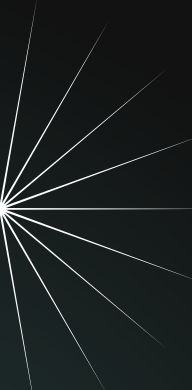




PRESENTATION GUIDELINES

To ensure a high-quality conference experience and a well-coordinated program, all speakers and partners are asked to adhere to the following presentation guidelines.

RULES TO FOLLOW



READ THROUGH

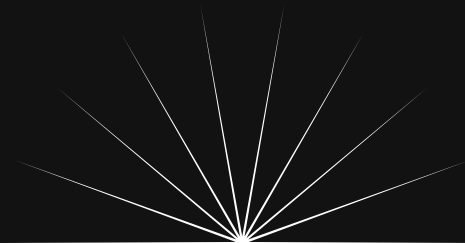
Siinda





TITLES, TOPICS, AND PROPOSALS

- Draft presentation subjects, concepts and presentation ideas must be submitted to Siinda for review and approval before they are included on the conference agenda.
- Presentation titles and subjects must be submitted at the time the presentation is confirmed.
- Minor adjustments to the title or subject may be made up to one (1) month prior to the conference.
- Any major changes to the presentation title, subject, or overall content must receive prior approval from Siinda.





DEADLINE & REVIEW

DEADLINE

Final presentation slides must be submitted to Siinda no later than two (2) weeks before the start of Siinda Live - **DEADLINE FOR MARBELLA IS SEPTEMBER 26, 2026**

Siinda reserves the right to reject presentations submitted after the deadline.

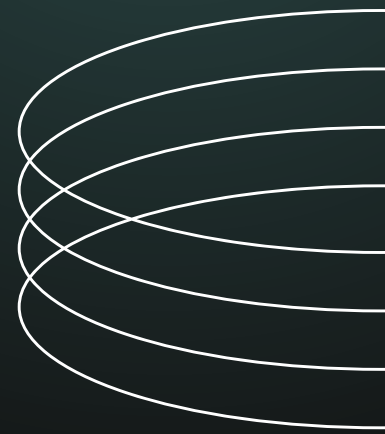
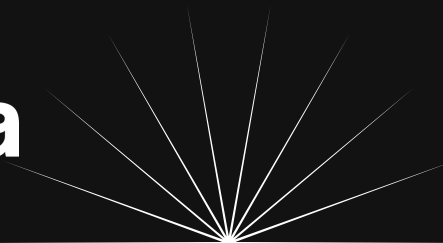
REVIEW

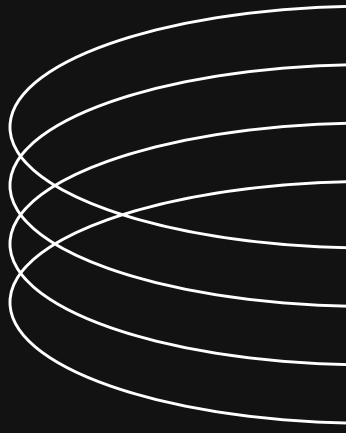
All presentations are subject to review by Siinda.

Presentations that do not comply with Siinda's conference guidelines, quality standards, or event objectives may be returned for revision or rejected.

These requirements apply equally to all presentations, including those included as part of sponsorship or partnership agreements.

Siinda

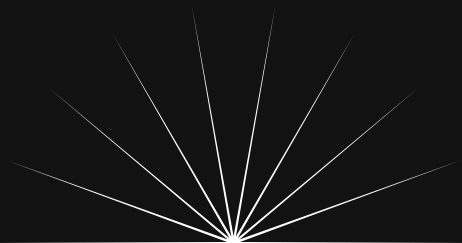




PRESENTATION FORMAT

Any presentation format other than a standard presentation—including panel discussions, interviews, fireside chats, demonstrations, or guest presenters—must be approved by Siinda at the time the presentation is booked.

Presentations should be in standard PowerPoint, Keynote is not accepted, and other formats need to be preapproved

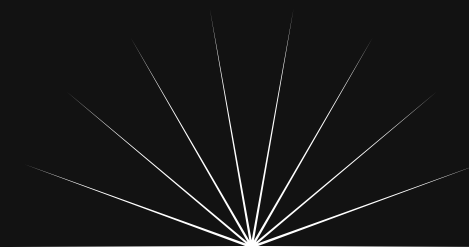


PRESENTER INFORMATION

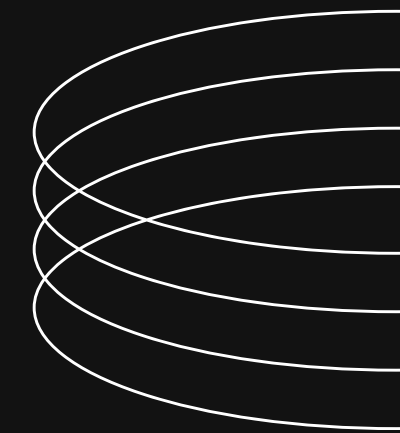
Final presenter details, including name, title, company, biography, and photograph (if requested), must be submitted no later than one (1) month before the conference.

PRESENTATION APPROVAL

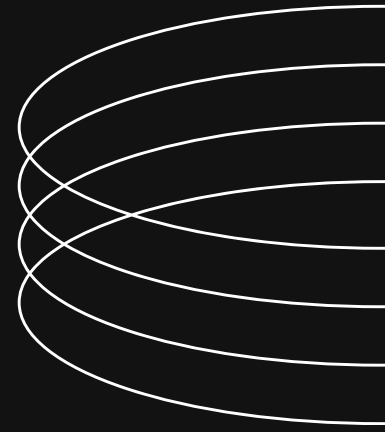
Siinda reserves the right to request reasonable modifications to presentations to ensure they align with the conference agenda, educational objectives, and the overall attendee experience.



Siinda

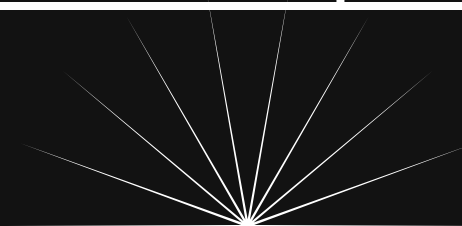


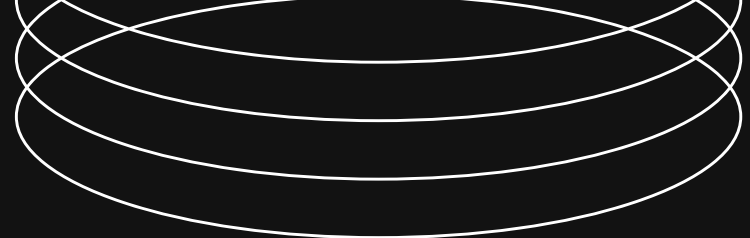
PRESENTATION LENGTH & CONTENT GUIDELINES



As a general guideline, presenters should plan for approximately one slide per minute. The ideal number of slides depends on the presentation style and level of audience interaction.

Presentation Type	Duration	Recommended Slides	Content Guidelines
Partner Product Presentation	10 minutes	8-12 slides	Educational, not sales oriented. Product demonstrations should not be pure sales pitches. They should include thought leadership, customer testimonials, case studies, industry insights, research, data, charts, or lessons learned together with product explanation.
Key Partner Presentation/Invited Presentations	20 minutes	15-20 slides	Thought leadership, educational content, client experiences, industry trends, innovation, research, and technology. Product explanations should support the educational message and generally not exceed five (5) minutes of the presentation.





SUGGESTED STRUCTURE 10-MINUTE PRESENTATION

1. Title & Introduction
2. The Challenge or Opportunity
3. Why It Matters
4. Key Point One
5. Key Point Two
6. Key Point Three
7. Solution or Best Practice
8. Key Takeaways
9. Call to Action / Questions





SUGGESTED STRUCTURE 20-MINUTE PRESENTATION

1. Introduction (2 slides)
2. Background and Industry Context (2–3 slides)
3. Main Presentation (8–10 slides)
4. Case Study or Customer Example (2 slides)
5. Key Takeaways (1–2 slides)
6. Questions (1 slide)





SUGGESTED STRUCTURE 30-MINUTE KEYNOTE PRESENTATION

1. Welcome and Introduction (2–3 slides)
2. Context and Challenges (3–4 slides)
3. Emerging Trends or Research Findings (5–6 slides)
4. Strategic Insights and Best Practices (8–10 slides)
5. Case Studies or Real-World Examples (3–4 slides)
6. Future Outlook and Opportunities (2–3 slides)
7. Key Takeaways (1–2 slides)
8. Questions and Discussion (1 slide)



PRESENTATION BEST PRACTICES

- Focus on one to two key messages per slide.
- Keep text concise and avoid overcrowding slides.
- Use visuals, charts, graphics, and customer examples whenever possible.
- Support key claims with relevant data or research.
- Ensure presentations remain educational, informative, and valuable rather than promotional.
- Product references should reinforce the educational content and not become the primary focus of the presentation.
- The objective of every Siinda Live presentation is to educate, inspire, and encourage meaningful discussion while sharing practical insights and real-world experiences that benefit the industry.

