**Payments Conference Speaker Guidelines**

* If speaking with co-presenters, reach out to them sooner rather than later. The longer you have to prepare the more thorough the presentation will be.
* Speakers are encouraged to include interactive elements in their presentation. This includes but is not limited to polling, case studies, open dialogue, etc. At a minimum, the session must answer the two questions included in your proposal during the session.
* Keep the time limit if the session in mind when planning out your content and how long each speaker on your session has to present. Leave time for attendee questions either throughout your session or a chunk of time at the end.
* If you spoke at a recent Nacha Payments conference, refer to your prior session evaluation(s) to ensure you give the best presentation possible.
* At the in-person conference, laptops will be provided in session rooms. In addition to submitting your presentation deck to Nacha, also bring a copy on a thumb drive as a backup.
* Do not cover your slides in text. It’s better to have a longer slide deck attendees can read than a shorter one they can’t.
* Payments is an educational program. Therefore, content within your session should not include anything that would be considered a “sales pitch.”
* Sometimes attendees ask questions before the room staffer can get them the microphone. If you hear the question, please repeat it for the whole room to hear.

For additional guidance:

* [13 Ways to be the Best Speaker at the Conference](https://growthmarketingconf.com/13-ways-to-be-the-best-speaker-at-the-conference/)
* [Practical tips to help ensure you give the best presentation possible](https://payments.nacha.org/sites/payments.nacha.org/files/2018-01/Avoid_Being_Stoned_as_a_Speaker.pdf)
* [Day-of reminders](https://www.linkedin.com/pulse/making-list-checking-twice-david-peterson/?trackingId=Ra3mxEqwnR1fo48xeJSPbg%3D%3D&lipi=urn%3Ali%3Apage%3Ad_flagship3_feed%3BYtrx0z3wRO%2BMXVtRCR0CQg%3D%3D&licu=urn%3Ali%3Acontrol%3Ad_flagship3_feed-object)