



## Guidelines for Speakers

Thank you for agreeing to give your presentation to the members of the Portland Executives Association. We are a business networking and leads organization with no political or religious affiliation. We avoid presentations that promote candidates, ballot issues or religious expressions.

We are providing this list of guidelines to assist you with your presentation. If you have any questions about location, logistics or protocol that this list does not answer, please contact:

Laura MacLean @ 503-872-8282, or,  
Bob Hess @ 503-784-9962

- Meetings begin at noon & end at 1:30 pm
- If you will be using A/V please arrive by 11:45 am for set-up assistance
- You may expect to be introduced near 12:55 pm and you will have until 1:20 pm, including Q/A, to give your presentation
- We will most likely have a roll call at the beginning of the meeting. This provides an excellent opportunity for you to learn which firms & member representatives are in the audience. To the extent possible, please refrain from referring to firms that compete with our member firms during your presentation
- If you will be using A/V, please provide an electronic copy of your PowerPoint presentation to our office: [lml@pdxex.org](mailto:lml@pdxex.org) at least two (2) days prior to your presentation. It is also a good idea to bring a flash drive as a back-up
- We have a laptop, projector, cord & screen that you may use if you wish
- We do not allow appeals for funding or donations of any kind. If you represent an organization that is wholly or partially dependent on outside funding, you may leave a brochure at the back table of the room for our members. Your presence and the story you tell is sufficient
- We appreciate your taking the time to bring us your presentation. You may expect from 85-100 business leaders in our audience. We are a warm and friendly audience that is most interested in topics relevant to business and/or of general interest to our economy & the enrichment of our community
- Thank you!