



Speaker Guidelines

Presentation

- A copy of the presentation should be submitted to HICTA President 48 hours prior to speaking engagement.
- Speaker/vendor presentation can be up to 60 minutes – if Q & A is not allowed during the presentation, it is recommended that the presentation is no longer than 45 minutes to allow for Q & A at the end.
- Presentation should be educational and relevant to IT Professionals.
- Vendor/speakers should not use the presentation to pitch their products but can mention that they have a solution for the topic of the session.
- Vendors/speakers should specify if presentation can be:
 - Posted on the HICTA website
 - Shared to members after the luncheon, if requested
 - Not shared or distributed, all requests for the presentation should be directed to the speaker.

Advertising/Marketing Materials

- Vendors/speakers are allowed to display and distribute marketing brochures/materials regarding their company and services.
- Vendors/speakers are encouraged to advertise their speaking engagement via social media or on their corporate website and link to the HICTA website event announcement.

HICTA Member Information

- HICTA does not release attendee contact information, however, vendor is allowed to do a “business card” raffle giveaway contest and obtain business card info from attendees or similar activities to obtain members contact information.