

IAITAM 2026 ACE



SPEAKER PACKET

MAY 12-14, 2026

+1.330.628.3012 | INFO@IAITAM.ORG | ACE.IAITAM.ORG



SECTIONS:

IAITAM 2026 ACE

PAGE 3

Speaker Deliverables & Requirements

PAGE 4

Tips & Strategies

PAGE 5

Presentation Groundwork

PAGE 6-7

PowerPoint Presentation Formatting

PAGE 8-9

Presentation Delivery Guidelines

PAGE 10-12

Dear Speaker,

Congratulations on being selected to present at the **2026 IAITAM Annual Conference & Exhibition**, taking place **May 12-14, 2026** in **Las Vegas, NV**. Your expertise and insights will play a vital role in advancing the IT Asset Management profession, offering attendees valuable knowledge and sparking meaningful discussion during your session.

As an industry expert, you'll be sharing your experience with IT Asset Managers from around the globe who are eager to learn from your perspective. We deeply appreciate the time and effort you dedicate to preparing your presentation—your contribution enriches both the attendees' learning experience and the overall success of ACE. This year, we've expanded the schedule with more workshops and extended sessions, giving attendees even greater opportunities for in-depth learning.

Please take time to review the enclosed **Speaker Packet** carefully. While you were chosen for your extensive subject matter knowledge, we ask that you follow the provided guidelines to ensure a high-quality experience for both you and our attendees.

Important presentation requirements:

- Final presentations are due by April 6, 2026 for review.
- All presentations must be educational in nature—sales content is strictly prohibited.
- Basic-level material will be returned for revision; ACE content should reflect higher-level, advanced learning.
- No outside links may be embedded in your presentation, and you will not be able to exit PowerPoint during your session.
- Presentations may be recorded for IAITAM's internal use only; speakers will not have access to recordings.
- Use of personal equipment, distribution of materials, and badge scanning in conference sessions is prohibited.

Attendee feedback will be collected at the conclusion of your session, focusing on content, value, and preparedness.

If you have any questions, please contact your Speaker Coordinator at +1.330.628.3012 or email conference@iaitam.org.

Thank you again for your commitment to sharing your expertise. We look forward to welcoming you to Las Vegas and hope you enjoy your ACE 2026 speaking experience!

Sincerely,
IAITAM

SPEAKER DATES & DELIVERABLES

The table below is a guide to the conference required due dates and components.

Speaker Proposal Form Submission *This should include confirmation of the session title (less than 10 words) and session abstract (100 word max).	UPON SUBMISSION
Speaker Biography Submitted *Bio (100 word max) should include your title, company, brief description of your current position, and other experience in the ITAM industry and education details. This bio will be printed in the conference program.	UPON SUBMISSION
Speaker Photo Submitted In order to maintain professional continuity - Please provide a professional, hi-res photograph (JPEG/PNG at 300ppi is optimal) for use in your speaker bio and other ACE marketing materials. If a photo matching this description is not provided, IAITAM reserves the right to refuse its use. Speakers who do not provide an appropriate photo will be represented by the IAITAM logo instead.	UPON SUBMISSION
IAITAM Acceptance Notification & Speaker Questionnaire to Speaker Title and overview will be on the confirmation notification as well a waived conference fee. The accepted speaker will receive the powerpoint template.	February 16, 2026
Speaker Confirmation Response & Speaker Questionnaire Due Speaker must confirm their comitment to the IAITAM ACE event as well as complete their speaker questionnaire for more information regarding their session.	February 23, 2026
Submit One ITAK Article Please submit to https://iaitam.org/itak-home	April 6, 2026
Presentation Submitted All presentations are to be submitted on the IAITAM 2023 ACE PowerPoint Template, be educational in nature and void of any type of sales. Use of your own equipment or passing out materials in IAITAM Conference Sessions is prohibited without prior written consent. *No changes of any kind accepted beyond this point.*	April 6, 2026
Hotel and Flight Reservations Completed Please keep in mind when making your travel arrangements that the IAITAM ACE 2024, the IAITAM block rate is \$189 a night and will be available at The M Resort Spa and Casino, 12300 Las Vegas Blvd, Henderson, NV 89044, USA. To make reservations, call toll-free +1 615-889-1000. To make a reservation under the IAITAM ACE room block, please visit https://ace.iaitam.org/venue .	April 10, 2026
CONFERENCE MATERIALS GO TO PRINT	April 6, 2026

In order to maintain an equal representation of our valued speakers

Please keep submission word count within the provided guidelines. IAITAM reserves the right to shorten submitted speaker bios, abstracts and titles to fit the provided parameters. Speakers missing deadlines are subject to replacement. Changes in session abstracts will result in a new speaker form submission.

SPEAKER PRESENTATION



tips & strategies

ACE attendees are counting on you to present critical education. Here are some tips and strategies to enhance your presentation!

	KNOW YOUR AUDIENCE ACE attendees are IT Asset Management Professionals facing dynamic challenges		ASK QUESTIONS Engage brains // Help listeners draw their own conclusions // Replace statements with questions
	FOCUS ON ONE One BIG idea // One dominant emotion // Drill deep, not wide // Focus on quality, not quantity		BE SPECIFIC & DETAILED Include specific names, numbers, places // Add clarifying details
	CONNECT Attempt to bring attendees into the conversation. Think about engaging questions.		DRESS UP NUMBERS Give numbers real meaning // Contextualize large numbers or data sets // What does it mean?
	TAP INTO EMOTIONS Make listeners FEEL something (excited, encouraged, inspired, etc.)		KEEP IT SIMPLE Less is sometimes more // Use simple words when possible // Summarize every main point
	MAKE IT SIMPLE Graphs // Charts // Tables // Make it colorful and interesting to look at		CREATE BRIDGES Show HOW to get from what is to what could be // Illustrate connections between individual points
	MAKE IT MEMORABLE Share stories, experiences or even short phrases // Take the listeners on a journey		PRACTICE...A LOT Focus especially on the intro and outro // Make sure to practice any activities or stories you want to tell

PRESENTATION GROUNDWORK

The guidelines in this document are based on valuable feedback from both attendees and speakers over the years. Please review and follow them carefully as you prepare your presentation. We strongly recommend reading the entire **Speaker Packet** before beginning your work—understanding the requirements in advance will streamline your process and help avoid unnecessary revisions.

Your **name, title, company, biography, photo, session title, session abstract**, and PowerPoint **presentation** will appear in the conference materials by the date listed on the **Speaker Deliverables** page. If you need to amend any items after submission, contact your Speaker Coordinator for approval. No changes will be accepted once conference materials go to print. Missing deliverables will result in your information being excluded from the materials and may lead to removal from the speaker roster.

Important: All presentations must be educational in nature and free of any sales content. Your company logo may appear on the title slide, in the designated area on each slide, and on the final slide only. Presentations must use the official IAITAM 2026 ACE PowerPoint template, and the template may not be altered in any way without written approval from IAITAM.

If you have any questions about these guidelines, please contact your Speaker Coordinator at **+1.330.628.3012** or email conference@iaitam.org.

ALL FINAL PRESENTATIONS MUST BE SUBMITTED BY APRIL 6, 2026

Know Your Audience - Deliver What They Came For!

Before you build your session, think about who will be in the room. What challenges are they facing? What insights are they eager to gain? Shape your content to match their level of expertise and deliver information they can put into action immediately.

Your goal: make sure every attendee walks away with valuable takeaways - practical tips, fresh perspectives, and real-world solutions they can use the moment they return to work. When your presentation meets their needs, you make a lasting impact.

Your Title is Your First Impression!

Your session title is the hook that draws attendees in—it's the deciding factor on whether they add your session to their schedule or walk right past it. Make it short, clear, and compelling, so they know exactly why your session is worth their time.

A concise, imaginative title will always capture more attention than a long, wordy one. And remember - your title must match exactly as it appears in the official Conference Schedule on ace.iaitam.org. Make every word count, and set the stage for a can't-miss session.

Deliver on Your Promise

Your attendees are investing their time with you - make sure it's worth it. First, your session title grabs their attention. Then, your abstract seals the deal. Both should align perfectly with the content you deliver.

When attendees read your abstract, they're deciding, "Is this the session for me?" Be sure your final presentation fulfills every promise your abstract makes. If you don't yet have a session abstract, create one first - it's your roadmap to building a session that engages, educates, and delivers real value.

Stay Strong - Build Your Roadmap

Now it's time to map out the journey you'll take your audience on. Start with a clear outline based on your abstract, ensuring every takeaway you want attendees to remember is included.

List your main points first, then back them up with supporting information. Arrange them in a logical flow that keeps your audience engaged and makes your message easy to follow. A strong outline is the foundation of a session that educates, inspires, and sticks with attendees long after the conference.

Give Them a Session They'll Rave About

Attendees chose your session because your title and abstract caught their attention - now deliver on that promise. Stay true to your topic, keep the content at the right level for your audience, and focus on clear learning objectives with meaningful takeaways. Bring your material to life with energy, expertise, and real-world examples. And remember - NO sales pitches, just value-packed insights they can use right away.

How? Show Them the Way

At IAITAM ACE, it's all about the how - how to get things done, how to tackle challenges, and how to navigate relationships across teams and leadership. Equip your audience with practical strategies, real-world examples, and a clear vision they can apply immediately to drive success within their own organizations.

Formal Review

All presentations undergo a formal review process by IAITAM personnel. If minor changes are found, such as typos, spacing issues, etc., they will be adjusted. If major revisions are needed or sales propaganda is suspected, the presentation will be returned for adjustment. Use of your own equipment or passing out materials in IAITAM Conference Sessions is prohibited without prior written consent. IAITAM will provide your final approved presentation during your session.

Once final approval of your presentation has been sent no further changes will be accepted.

POWERPOINT PRESENTATION FORMATTING GUIDELINES

TITLE SLIDE

This is the first slide of your presentation. Include the title of your presentation, your name, title and company information as well as your company logo. The IAITAM 2026 ACE Las Vegas PowerPoint Template uses specific fonts, colors, styles, etc. to allow for consistency, ease of printing and viewing on a large screen, laptops, tablets and phones. Do not make changes to the Slide Master without prior consent and always use the styles set forth in the template.

CONTENT SLIDES

There are various types of content slides available within the IAITAM 2026 ACE PowerPoint Template. To change the format of a slide simply insert a new slide then right click on the slide in the left-hand outline Slides/Outline window, hold your cursor over Layout in the drop-down menu then click on the layout of your choice. Please remember to use a good contrast of LIGHT and DARK on slides with colorful images, graphs, charts, etc., for ease of reading on large screen, print. It is not so much using opposite colors as choosing contrasting shades of light and dark colors to enhance readability. If you are using a graph with a dark background for example use a light font on it so it can be read. Do not crowd your presentation. If it looks like too much information to you, it is going to look that way to your audience. You may want to ask a trusted colleague to review your presentation with you. Keep it clear and concise. You can discuss details in depth without them being on screen. Instead, keep your main points on screen. You may add your logo in the bottom right hand corner of the Slide Master (this will add your logo to all content slides), but again, the IAITAM 2026 ACE PowerPoint Template has been formatted with specific fonts, colors, styles, etc. to allow for ease of printing and viewing on a large screen. Do not make any other changes to the slide master and always use the styles set forth in the template.

FINAL SLIDE

Remember to leave enough time for a question/answer session. The final slide is the perfect time to ask for any questions, and state your contact information. Remember that your company logo can also be placed anywhere on the final slide.

PROOF READ

Be consistent in your presentation. Pay special attention to spelling, tense and capitalization. For example, if all words in your slide titles begin with a capital letter make certain it is that way throughout your presentation. Your audience will notice.

DEADLINES

Your presentation will be made available to attendees on the IAITAM website. Be sure to submit your presentation in a timely manner so that it can go through formal review, any necessary revisions can be made and it can be added to the website. Again, if any of your items are not submitted by their deadline date, they will not appear in the Conference materials and you risk being replaced on the speaker roster.

POWERPOINT PRESENTATION FORMATTING GUIDELINES

DURATION

Presentations last for 45-60 minutes. Keep that time frame in mind when creating your presentation. A concise presentation will keep your audience focused and have the most impact. Try to keep your total number of slides to 40 or less. Remember to leave time for a summary and questions at the end of your session (5-10 minutes).

CREATING THE PRESENTATION

Use the IAITAM 2026 ACE PowerPoint template to create your presentation. Reference your abstract when creating your presentation to ensure all points are included. Try to keep the number of lines to a maximum of six per slide, with no more than six words to a line (the '6x6' rule). By keeping slide information simple it will have a greater impact on your audience.

- Begin with what you are going to talk about
- Go through the points you want to touch on with supporting information
- Recap your presentation, reiterating the main topic points (it's what they came for)
- Finally, ask for questions

Read through your presentation, practice it aloud and make certain it has the flow you want. Read back through your session abstract and make certain your presentation remains true. Your audience came to hear what you promised them. Ensure they walk away satisfied. Once your base presentation is created, think of ways to incorporate graphics, diagrams, charts or other illustrations to reinforce your points and your audience's understanding of your topic. Please keep them simple and readable for the projector screen. Your audience will give low marks for unreadable slides. If your presentation includes more than one speaker, make sure everyone knows the session structure, the topic that each panelist is expected to cover, and how long each member of the panel will speak. Designate each speaker's responsibility to the presentation to provide one cohesive work that all are satisfied with.



PRESENTATION DELIVERY GUIDELINES

PRACTICE, PRACTICE, PRACTICE

You will have more credibility with your audience if you feel comfortable speaking on your topic. Practice your presentation preferably in front of someone, but if no one is available, a mirror will work too. Pay attention to the tone of your voice and body language. Avoid speaking words such as “um” or “uh” as it detracts from your presentation. Remember to keep your presentation fun and energetic while maintaining your credibility. Microphones will be provided if desired.

COME PREPARED AND CONFIDENT

Being comfortable with your presentation is a must. Know your topic and speak to the audience. Don't rely heavily on your notes as it will reduce the quality of your expertise and take away the time you have to connect with your audience.

BE ON-TIME

Over 100 educational sessions will be taking place at the IAITAM 2026 ACE. Please be courteous to your fellow speakers and attendees by beginning and ending your presentation on-time. There is a timed break scheduled between each session time-slot. Please use this break to get into your designated track room and prepare for your presentation. Your slideshow will already be loaded onto IAITAM conference equipment. If there are any issues, an IAITAM monitor will be in the room to assist you. The title page of your presentation should be on display as attendees enter your track room. This will help attendees know they have come to the right place. Be a gracious host and greet attendees as they enter the room. This will let them know they are in for a great session with an experienced speaker. It will also give you the opportunity to meet your audience and establish their confidence in you before your presentation begins. Begin your presentation at the designated time. Late-comers will be courteous and the IAITAM room monitor will help them if they have any audio issues. Make sure your material fills your allotted time and leaves a few minutes for a question/answer session at the end. Sessions must end on-time in order to allow for attendees to move on to their next chosen session. Remember, an IAITAM room monitor will be in your room with you at all times. If any issues arise, don't hesitate to let them know quietly so as not to distract your audience from your presentation.





OPENING

Discuss with your IAITAM room monitor how you would like to be introduced. IAITAM room monitors are accustomed to letting the audience know your name, title, company and title of your session. If you are more comfortable introducing yourself, please let them know ahead of time. After you have been introduced, welcome your audience. Next, give the audience a brief synopsis of your background and why you are the expert chosen to present to them then move onto the subject matter. If you need audience participation in order to gauge them, ask closed ended questions that will result in a showing of hands. Also, let your audience know at the beginning how you handle questions, either throughout or at the end.

STAY ON TRACK

Your audience has come to your session based on your session's title, abstract and at this point, and your presentation slides. Your audience will lose interest if you detour too far from what you offered. Remain on track and give the bits and takeaways that you have promised. If a member of your audience has a question that may take you too far off topic, suggest that you speak after the session, but remember to include anyone that may want the answer as well.



CLOSING

Reinforce your presentation by going through a summary of the key points and takeaways for your audience. Leave enough time (5-10 minutes is generally sufficient) for a question/answer session with your audience so they leave satisfied with the knowledge they have gained from your presentation. In the end, if you feel you have more knowledge that your audience could benefit from, invite your audience to leave their information.

If your session is running behind and you are not going to be able to finish the presentation in its entirety, go through your summary and let your audience know that you can send more information after the session if they would like to leave you with their information so the next speaker can get into the room and set-up.

On the other hand, if your session is running behind due to an active question/answer session, let your audience know that time has run out, but you would be glad to take more questions in the networking lounge or via email and give them your information.

In any case, follow through with any promises you make to your audience. You have built yourself up over the past hour as an industry expert to your audience and if they are willing to leave you with their information, they want more. Now is the perfect time to reinforce your message with any additional education resources you have to offer (I.E. ITAK article, ETC).

During the question/answer session keep in mind that you might have a microphone but your audience may not. Please remember to repeat each question before you answer it so that everyone gets the full value of your answer.

Again, thank you for your participation. If any assistance is needed in regards to the guidelines discussed in this packet, please contact your Speaker Coordinator, at +1.330.628.3012 or email, conference@iaitam.org.

