



## SPEAKER GUIDE TO EDUCATIONAL HANDOUTS

### Educational Handouts

Conference attendees want to leave your session with actionable content to help them once they are back at their job site, in the office and with their team! To help attendees improve professionally as a result of the education sessions provided at the National Pavement Expo and Conference, we ask each speaker to create an educational handout which will be shared electronically and via print at the Conference.

*Please note, handouts will be printed double-sided and should be no more than 4-6 pages. If your handout will exceed this page count, please advise Madeline Kinney.*

Your handout should:

- Be a cohesive resource to share along with your presentation, but not a print-out of the slides from within your PowerPoint Presentation.
- Expand on the learnings presented in your session/workshop, handouts help to guide attendees on how to apply the insight from the conference session.
- Your handout should stand alone – providing a clear, valuable guide that someone could follow and benefit from even if they missed part or all of your session/workshop.
- Be strictly educational (company logos and information about a company's services/products is not permitted).
- Be submitted as a PDF file.

Handout instructions:

- Please review Handout Template below (pages 2-4).
- Please submit your Handout by November 13, 2023.

◦ [LINK TO SUBMIT](#)

If you have questions or need assistance completing your Handout, please contact:

Madeline Kinney, *Conference Content Manager*, [madeline.kinney@emeraldx.com](mailto:madeline.kinney@emeraldx.com)

# NPE

## NATIONAL PAVEMENT EXPO & CONFERENCE

JANUARY 23 – 25, 2024  
TAMPA CONVENTION CENTER | TAMPA, FL

### Session Title

Speaker Name, Title, Company/Organization

#### OVERVIEW

Concisely explain the core mission/purpose of this session. *Why is a new approach/action necessary (i.e., what's the need, what improvements are needed to enhance existing processes/models?)*

The objectives for this session are to:

*Speaker's response goes here*

Methods/Strategies Covered in this session:

*Speaker's response goes here*

Expected Outcomes for Attendees of this session:

*Speaker's response goes here*

*Optional – Insert Picture*



### Notes/Key Info:

*Sidebars are great for calling out important points from your presentation, notes, and/or adding additional info for quick reference.*

*Feel free to add text or leave blank so that attendees can fill out on their own.*

## **SECTION #**

### **Title/Heading**

*Sections help to provide quick, concise and easy to read information related to your workshop or session. Sections can include any of the following:*

- Discussion points
- Supporting Tips and Tricks
- Key information and takeaways from your presentation
- Scenarios/Examples
- Checklists
- Photos
- Diagrams
- Statistics – with proper citation to the source
- Q&A
- Concepts
- Best Practices
- References
- Guides
- Forms
- Charts and Graphs
- Additional Resources/Next Steps

*Sections should include a title/header and follow in the same order to what is being displayed and discussed within the session/workshop. This helps to best amplify key topics within the presentation.*

*Speakers can determine how many sections needed for their handout.*

## **Notes/Key Info:**

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*Feel free to add text or leave blank so that attendees can fill out on their own.*

## **SUMMARY AND CONTACT INFO**

*Your summary can include 1-2 paragraphs giving a brief recap and/or “Lessons Learned” during the session/workshop. It can also include a checklist of action items for attendees to refer to and discuss with their team, on job sites, etc.*

*Insert a thank you and your contact info below:*

**Headshot (Optional)**

**Name**

**Email**

**Phone**

## **Notes/Key Info:**

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*Feel free to add text or leave blank so that attendees can fill out on their own.*