

Presentation Information and Guidelines

The Society of Actuaries is continuing to make efforts toward a more paperless meeting approach. As a result, we try to post as many presentations as possible on our web site and also in the mobile app in advance of the meeting. The use of presentation slides, advance discussion notes and visual aids contributes to the effectiveness, clarity and educational value of your presentation and is expected by attendees. The attendees may want to download or print out the presentation to bring to the meeting, or there may be materials you want to have available prior to the meeting. You can assist with providing this service by following these guidelines and meeting the deadline.

1. Presentations received by **Sept. 23** will be posted on the SOA Web site for general viewing in PDF format for attendees to access seven to ten working days prior to the meeting. If your company requires an internal review prior to submitting it to the SOA, please plan your time for this accordingly in order to meet the **Sept. 23** deadline.
2. If you do not meet the **Sept. 23** deadline, it is strongly recommended that you provide printed copies for the attendees at the session. Reproduction costs are not reimbursable.
3. The Society of Actuaries has antitrust guidelines that you **must** follow when preparing any of these media. Read the Antitrust Guidelines carefully. If you have any questions or concerns regarding your responsibility and liability, please contact our office.
4. In anticipation of the majority of the sessions being audio recorded and the recordings synchronized to PowerPoint presentations, the SOA will be providing a laptop for each session. Even if the session is not being audio recorded, there will be a laptop in the room for use during the session. Because of this, we ask you to please make sure to bring the presentation(s) for the session on a USB flash drive to load onto the laptop for the session (each presenter or someone from your presentation team).
5. If there is an agreement between SOA staff and the presenter, printed copies of the handout will be produced by SOA, but documents must be received by **Sept. 23**. For sessions where printed copies are provided, the SOA will not print a large overage, and the PDFs of the items duplicated will not be posted on the SOA Web site until after the meeting concludes.
6. All presentations (including materials that were received after Sept. 23 late along with those that have been amended) will be posted for general viewing on the SOA Web site and in the meeting app **after** the meeting.
7. We encourage you to number your slides in order to make it easier for attendees to follow along during your presentation, and to make it easier for attendees to match up their notes for later review.

If you have any questions, please feel free to e-mail [Amy Wojcik](mailto:Amy.Wojcik@soa.org) or call her at 847.706.3537.

Thank you for your cooperation.