

Friday, May 17, 2024

7:30 a.m. – 6:30 p.m. | Hayes Mansion, San Jose, CA

**SAN FRANCISCO  
TREASURY SYMPOSIUM**[www.sftreasurysymposium.org](http://www.sftreasurysymposium.org)

Thank you for speaking at the upcoming San Francisco Treasury Symposium “#SFTS” on May 17, 2024, at the Hayes Mansion, San Jose, California. We are extremely excited to have you speak and know our attendees will find great value in your participation. We ask each speaker to read and adhere to the guidelines below.

**Presentation Guidelines**

- The #SFTS draws participants from a wide variety of industries, government, and academia. It is important that your presentation include enough background to be understood by those who are not specialists in your area. Content should help participants see various points of view, key concepts to consider, and/or methods that help them improve professional effectiveness.
- Presenters are encouraged to use both “show” and “tell” formats. Visuals should be professional in appearance and easily legible from the back of large rooms. Speaking to, rather than reading from slides provides more opportunity for you to engage the audience. Please note, we require you use the #SFTS PowerPoint master template if a traditional presentation will be displayed.
- Please provide your presentation materials no later than May 10th. These should be sent in a widescreen (16:9) PowerPoint presentation. White papers, research materials, supporting documents or weblinks relevant to your topic are also strongly encouraged and will be placed on our website for attendees to reference.
- Check with your welcome email for the total time allotted to your presentation. Please remember the importance of leaving time for questions, either throughout or at the end of your presentation. It is good practice to repeat any questions asked by the audience to ensure everyone hears the full question and your answer.
- #SFTS has a firm policy on commercialism. The annual symposium sessions are non-commercial forums. Individuals must refrain from the use of brand names and specific product endorsement. Under no circumstances should the session podium or panels be used as a place for promotion of a speaker’s product, service, or monetary self-interest, nor for promotion of a product or service offered by Speaker’s employer or client.
- By confirming to speak, you agree that the content you are presenting shall not infringe or violate any copyright, trademark, patent or intellectual property rights of any person or entity.
- Presenters from any session podium or panel must refrain from statements or humour that disparages the rightful dignity and social equity of any individual or group.
- Attire for the symposium ranges from business casual to business formal, and speakers are encouraged to dress in business attire during presentations.
- Cancellations are always regrettable. If an emergency prevents you from presenting, please immediately notify Conference Director, Jennifer Saliba (503) 481-3331 [jennifer@consultrhino.com](mailto:jennifer@consultrhino.com). Help identifying a substitute to fill the vacancy is greatly appreciated.

Thank you again for agreeing to speak at the San Francisco Treasury Symposium. We are eagerly anticipating your presentation!

For immediate assistance, please contact:

Your Conference Planning Team  
[events@consultrhino.com](mailto:events@consultrhino.com)

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