

INTERPHEX

EXPERIENCE SCIENCE
THROUGH COMMERCIALIZATION



APRIL 25-27, 2023

JAVITS CENTER, NYC

SPEAKER PLANNING GUIDE

LOCATION & CONFERENCE HOURS

Javits Center
655 W 34th St
New York, NY 10001

Tuesday, April 25
Wednesday, April 26
Thursday, April 27

10:15am - 5:00pm
10:15am - 5:00pm
10:30am - 12:15pm

CONTACT

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Event Director
203-840-5997

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2023 SHOW FLOOR FEATURES

MORE Innovation, Technology and Knowledge!

- 2023 New Exhibitor Pavilion
- Networking Events for NEW Exhibitors, CMO/CDMO area, and more
- INNOPHEX Pavilion
- e-Poster Hall Awards Sponsored by BioProcess International
- INNOVATECH Gateway Pavilion
- Show Floor Networking Lounge

SPEAKER DEADLINES

Please review these important dates in order to make the most of your speaking experience.

ACTION ITEM	DEADLINE
Speaker Forms located in your Speaker Kit	April 3, 2023
Final Copy of PowerPoint Presentation Due Saved as: LastName_Title	April 10, 2023
Hotel Deadline	Book today to secure the discounted rate

STEPS TO A SUCCESSFUL PRESENTATION

- 1. POWERPOINT TEMPLATE:** Download the INTERPHEX PowerPoint template by [clicking here](#). Show Management requests that all speakers utilize this PowerPoint template. If you do not plan on using a PowerPoint presentation, please consider developing a slide with the title of the session and the presenter's name(s) on the screen
- 2. BOOK YOUR TRAVEL:** All speakers are responsible for their own travel expenses. However, Show Management is pleased to offer INTERPHEX speakers reduced hotel rates and travel discounts to New York. Please visit [the travel page](#) today as space is limited.
- 3. PROMOTE YOUR SESSION:** Show Management is pleased to offer an exclusive email footer to promote your participation in INTERPHEX 2023. Include [this image](#) in your email signature and boost your session attendance by telling your friends and colleagues, "I'm sharing my technical expertise at INTERPHEX 2023."
- 4. PROMOTE ON SOCIAL MEDIA:** Generate buzz and excitement in your presentation by posting on social media! Please contact **Amar Batra** at amar.batra@rxglobal.com to receive your personally branded social media assets.
- 5. AUDIO VISUAL REQUESTS:** Carefully review the audio visual equipment outlined in the Audio Visual Request Form. Any special requests should be received by **Monday, April 3, 2023** for consideration.
- 6. COMPLIMENTARY REGISTRATION:** All speakers receive a complimentary registration code which provides entry to the exhibit hall, education program and executive lounge. You may pick up your badge at the dedicated registration desk, located at the main entrance of the Javits Center.
- 7. SUBMIT YOUR PRESENTATION:** Please e-mail a copy of your final presentation by **Monday, April 3, 2023** to **Amar Batra** at amar.batra@rxglobal.com. This copy will be shared with attendees after the event through a PowerPoint download page made available to attendees via email. If you make revisions to your presentation while on-site, please send a revised copy.
- 8. ARRIVE EARLY:** Plan to arrive at the Javits Center at least **30 minutes** before your session to check-in and find your session stage. Arriving early enables us to address any on-site or technical issues immediately. Please have your laptop set and ready to conduct your session 15 minutes prior to the start of your presentation, as attendees will be allowed to enter the room.
- 9. SPECIAL ACCOMODATIONS:** If any special accomodations are needed while you are onsite at INTERPHEX, please send your request directly to Douglas Lugo at douglas.lugo@rxglobal.com.