

## Presenter's Checklist

Please confirm date, time and location of the event.

Once your application has been approved please send the following items as soon as possible.

- A short overview of your business for our newsletter. (1 or 2 paragraphs)
- BIO (1 or 2 paragraphs)
- Digital head shot in Jpg format.
- Your title
- Company name
- Company website
- Company Logo in Jpg format
- TWITTER and Facebook Handle if available
- **\*\*Deadline for Power Point submission: 5:00 p.m. Wednesday prior to the event.**

Please see read the following:

- Presenters have a maximum of 10 minutes for your presentation.
- POWER POINT PRESENTATION - can be sent via Dropbox or email and will be loaded onto a PC-based computer at the PHF Conference Center and will be ready when you arrive.
- TIME -11:45 and runs until 1:00. We request that our speakers arrive at 11:30.
- LOCATION - Presbyterian Health Foundation Research Park Conference Center, located at 655 Research Parkway Suite 100 in Oklahoma City. For directions, please visit their website at [www.phfcc.com/directions.htm](http://www.phfcc.com/directions.htm).
- GUEST - You are welcome to bring one complimentary guest, it is important that you let me know in advance if you will be bringing guest, I will need their name, company affiliation and email. If you would like to invite additional guests, the fee is \$50 per person.

**As an Presenter to an OVF audience, your power point slides need to be in the format presented below. We recommend a maximum of 12 slides. Slides will be viewed from a distance and should not be too dense with words or numbers. Use charts, graphs & pictures with short text messages were practical. Presentations are targeted for 7-10 minutes based on Executive Director indicated availability of time.**

1. Your Personal Introduction and Elevator Speech
2. Product or Service Description and Market Status
3. Present or Anticipated Key Customers and Total Market Size
4. Strategic Partnerships and/or Alliances
5. Competitive Landscape
6. Technology Status and Intellectual Property Position
7. Management/Board Team
8. 1-3 Year Goals & Projected Financials
9. Anticipated Funding Deal Terms
10. Contact Information

The OVF luncheon is for informational and educational purposes only. It is not a pitch event for solicitation of prospective investors. Do not discuss the valuation of your company, the amount of funds sought, the type or amount of securities you may offer, or other offering terms.

If you would like to learn more about the Oklahoma Venture Forum, visit our website [www.ovf.org](http://www.ovf.org).