2027 Executive Summit Community Session Speaker FAQ

Event Logistics:

- **Hotel**: Grand Hyatt Washington (1000 H St NW, Washington, DC 20001)
- **Dates**: January 19-21, 2027
- **Audience**: Industry professionals, executives, and leaders in wholesale distribution
    - Est. 250 attendees in each community track

Presentation Guidelines – *all presentations must be submitted by Jan. 5, 2027.*

- **Presentation Upload:** Upload presentations in PowerPoint format into Dropbox.
    - Anything submitted in PDF version cannot be guaranteed to transfer formatting.
- **Format:** Presentations must be in PowerPoint (1920x1080px, 16:9, RGB color space).
    - Please use the template provided by NAW for all your content.
    - Use accessible colors; avoid red-green combinations and light-colored font.
    - Please use standard Microsoft PowerPoint fonts no smaller than 12 pt.
- **Video Content:** If embedding videos, share each video file separately for download and playback.
    - You must notify our team in advance if your presentation contains videos or audio. Videos not shared as a separate file will not be played during your presentation.
- **Intro Slides/Self-Promotion:** Avoid self-promotion, sales pitches, or long introductions; your bio and contact information is available to attendees in the app.
- **Tech Setup:** AV equipment, clickers, and a presentation laptop will be provided. You are **not permitted** to present from your own computer.
    - **Tech Check:** You will receive your tech check date/time in your final confirmation email 1 week before the event.
    - Please arrive no later than 15 minutes prior to your scheduled session time to meet our production team and receive your lavalier mic.
- **Onstage Support:**
    - **Countdown Clock:** A timer will be available so you can view how much stage time remains.
    - **Audience Q&A:** If time allows, our staff will be in the audience with microphones for attendees to pose questions.
- **Room Setup:** Each room has a dedicated AV technician and production lead. There will be a small stage, and attendees will be seated at round tables in a banquet format.
- **Engagement Tools:** Slido or other live polling tools are welcome; let us know if assistance is needed. If you opt to use an interactive polling tool, *we require you to attend a rehearsal to test the functionality on our technology.*
- **Presentation Sharing:** Final presentations will be shared with attendees unless otherwise specified.

General Information:

- **Speaker Confirmation:** Complete the Airtable form if you have not already done so.
- **Event Engagement:** Speakers are welcome to attend mainstage events, meals, and receptions but are not permitted in other Community tracks or PAC sessions. If you plan to attend the gala on January 19th, you must notify us no later than January 5, 2027.
- **Hotel and Travel:** Share your flight details with us so we can accurately schedule your tech check. Our hotel room block is available until January 4, 2027, but is expected to sell out.
- **Photos:** Professional event photos will be available post-event; we'll share access details in a follow-up email.
- **Dress Code:** Business – For gentlemen, this typically means dress pants and a sport coat, a tie is not required. For women, a dressy cardigan or jacket with dress pants, dress, or equivalent.
    - If you are joining us for the gala at the Library of Congress on Jan. 19th, the dress code is formal attire.

About the National Association of Wholesaler-Distributors:

The National Association of Wholesaler-Distributors (NAW), is one of America's leading trade associations, representing the $8.2 trillion wholesale distribution industry. Founded in 1946, NAW comprises national, regional, and state employers of all sizes, industry trade associations, partners, and stakeholders spanning all distribution sectors. Our industry employs more than 6 million workers throughout the United States, accounting for one-third of the U.S. GDP. Across North America, 250,000 wholesale distribution companies operate nearly 150,000 places of business, including all 50 states.

NAW's mission is to deliver world-class programs and services to help the wholesale distribution industry's most dynamic companies succeed. Our programming is tailored for our member companies' and associations' CEOs, senior executives, and rising leaders. Members engage with NAW through our offerings in thought leadership, networking, executive education, innovation, benchmarking/research, shared resourcing, partnerships, government relations, and public affairs.

Meet the Programming Team:

The full NAW team will be on-site for the Executive Summit and will be happy to assist you. However, if anything urgent or specific to your presentation arises, the programs team will be your best point of contact. Please feel free to reach out to any of us via email or phone. Thank you again for lending your expertise to our program. We look forward to welcoming you to Washington, D.C.

Erin Cohn Donnellan Senior *Manager of Education & Programs*	**Email**: ecohndonnellan@naw.org	**Cell**: 202-689-4564
Rachael Purtell *Manager of Education & Programs*	**Email**: rpurtell@naw.org	**Cell**: 315-591-2303