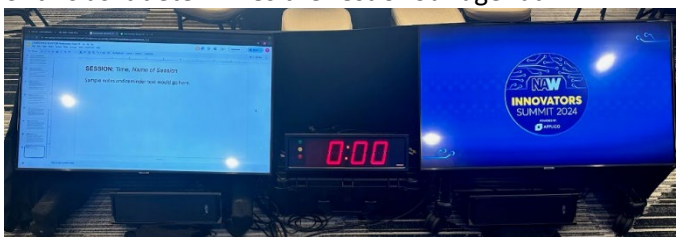
2027 Executive Summit Mainstage Session Speaker FAQ

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. 500 attendees

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.
- **Confidence Monitor Notes:** Send any notes for the confidence monitor in a Word doc with references to slide numbers along with your presentation.
- **Intro Slides/Self-Promotion:** Avoid self-promotion, pitches, or long introductions; your bio and contact info 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 as all content must be pre-approved.
    - **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, the audience can submit questions through the app and our emcee will pose them to you from the podium onstage.
- **Room Setup:** The ballroom has a dedicated AV technician and production lead who will meet you backstage. There will be a large stage with a podium, and attendees will be seated in a classroom style setting throughout the ballroom.
- This is what you can expect to see from our stage. You will have two screens, the one on the left will showcase any confidence monitor notes you provide us with, and the one on the right will show the current slide being projected to the audience. The clock in the middle indicates how much time you have remaining in your session. Please be mindful of this as it determines the rest of our agenda.



- **Engagement Tools:** If you opt to use an interactive polling tool such as Slido or Mentimeter, *we require you attend a rehearsal to test the functionality on our technology.* Our production team will also need the login information to run the program accordingly.
- **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 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.
- **Event 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.

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