



NSN 2025 Conference +Career Fair Speaker Template Instructions

1. Download the Template:

- Download the PowerPoint template provided in the email titled "NSN Conference + Career Fair Speaker Template."

2. Open the PowerPoint Template:

- Locate the downloaded file on your computer and open it in Microsoft PowerPoint or any compatible presentation software.

3. Update Your Headshot:

- Click on the placeholder image labeled "Headshot" on the slide.
- Delete the placeholder image.
- Insert your headshot by clicking on the "Insert" tab in the PowerPoint menu, then selecting "Pictures" or "Online Pictures" to upload your headshot.

4. Add Your Name:

- Click on the text box labeled "Name" on the slide.
- Delete the placeholder text.
- Type your full name.

5. Enter Your Title and Company (if applicable):

- Click on the text box labeled "Title" on the slide.
- Delete the placeholder text.
- Type your title.
- If applicable, click on the text box labeled "Company" on the slide.
- Delete the placeholder text.
- Type the name of your company.

6. Save Your Customized Slide:

- Once you have added your information, save the slide as a separate file to keep your changes.

7. Export as an Image:

- To share your customized slide on social media, export it as an image file.
- Click on the "File" tab in the PowerPoint menu, then select "Save As."
- Choose a location on your computer to save the file.
- In the "Save as type" dropdown menu, select a format compatible with images (e.g., JPEG or PNG).
- Click "Save" to export the slide as an image.

8. Share on Social Media:

- Once your slide is customized with your information, share it on your social media channels to announce your participation in the NSN Conference + Career Fair.
- Be sure to tag @nsnhq (Instagram) National Sales Network Headquarters (LinkedIn and Facebook)