



## **NSN 2025 Conference +Career Fair Sponsor Template Instructions**

- 1. Download the PowerPoint Template:** Begin by downloading the provided PowerPoint template onto your computer.
- 2. Open the PowerPoint File:** Locate the downloaded PowerPoint file on your computer and double-click to open it in PowerPoint.
- 3. Navigate to the Slide:** Once the PowerPoint file is open, navigate to the slide titled "Meet us at booth#."
- 4. Insert Your Logo:** Click on the placeholder image or logo on the slide to select it. Then, navigate to the "Insert" tab on the PowerPoint menu at the top of the screen. Click on "Pictures" or "Image" and select your company logo from your computer files. Once selected, click "Insert" to add your logo to the slide.
- 5. Adjust Logo Size and Position:** Resize and reposition your logo as needed by clicking and dragging the corners or edges of the image. Ensure that your logo fits well within the designated area on the slide and does not overlap with any other elements.
- 6. Add Your Booth Number:** Click on the text box or placeholder where the booth number is located on the slide. Replace the placeholder text with your specific booth number for the conference.

7. **Save Your Changes:** Once you have added your logo and booth number, save the PowerPoint file to preserve your changes. Click on "File" in the PowerPoint menu, then select "Save As" and choose a location on your computer to save the updated file.

8. **Export as an Image:** To share the graphic on social media, you'll need to export the slide as an image file. Click on "File" in the PowerPoint menu, then select "Save As" and choose the file format as "JPEG" or "PNG". This will save the slide as an image file that you can easily upload to your social media platforms.

9. **Share on Social Media:** Finally, upload the exported image of the slide to your preferred social media channels. Write a caption to accompany the graphic, highlighting your participation as a sponsor at the NSN Conference + Career Fair and inviting attendees to visit your booth. Be sure to tag @nsnhq (Instagram) National Sales Network Headquarters (LinkedIn and Facebook)