



## **NSN 2025 Conference +Career Fair Attendee 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 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.
- Delete the instructional text.
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### **4. (Optional) Add Your Name:**

- Insert a text box
- Type your full name.

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

- Insert text box
- Type your title.
- If applicable, insert additional text box for company.
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### **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)