



Call for Presentations Instruction Guide

Start

Visit
<https://www.7x24exchange.org/call-for-presentations/> and click
or tap on the Submit a
Presentation button.

Click or tap the Submit a
Proposal button.

7x24
Change
INTERNATIONAL
The end-to-end reliability forum.

Log In
Home

Call for Presentations Spring and Fall Conferences

Submit a Proposal

Submission Deadline

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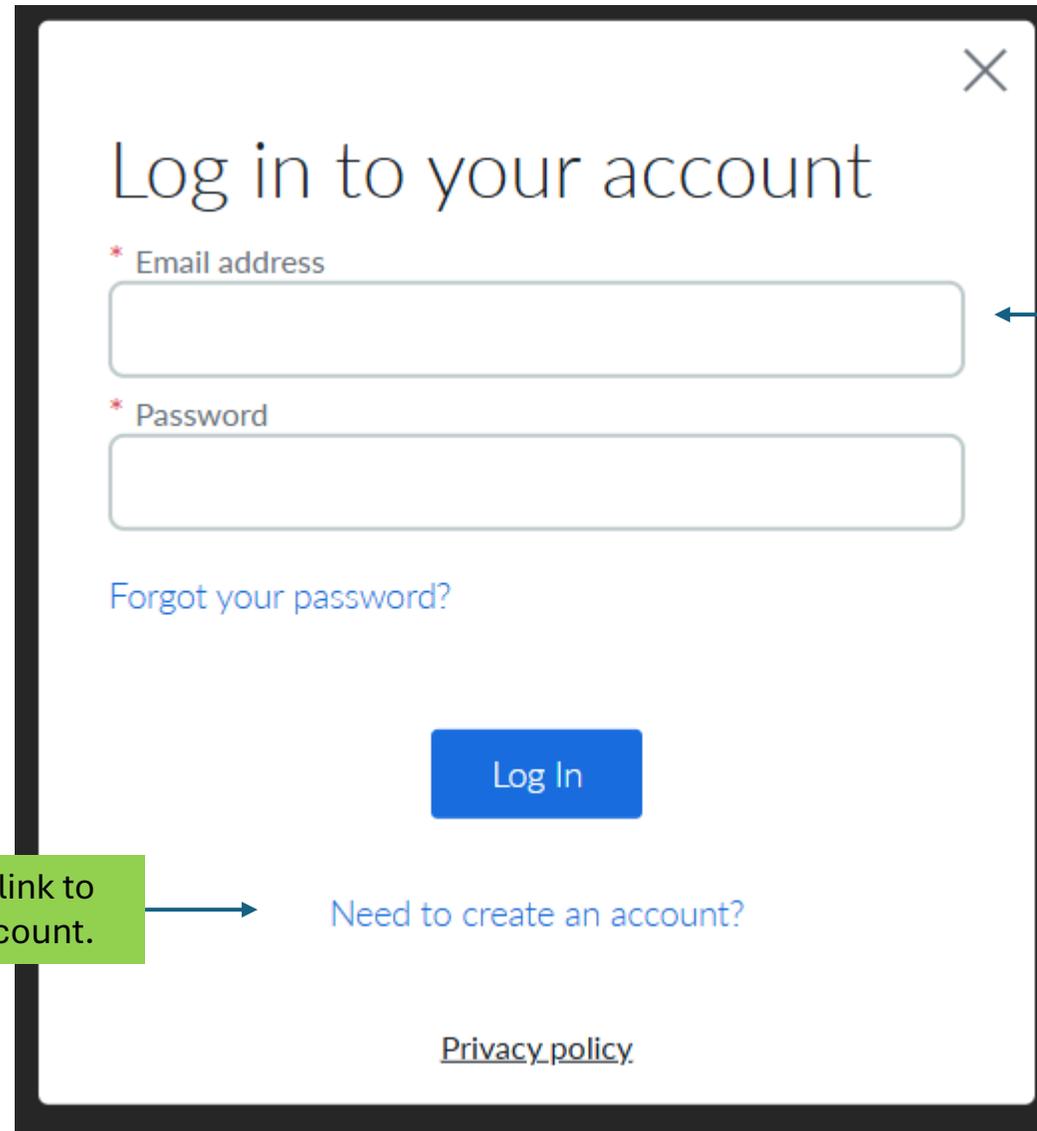
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Speaker Login

The next step is to create a speaker account on our system.

If you already have a speaker account, you can login here.



The screenshot shows a login form with the following elements:

- A close button (X) in the top right corner.
- The title "Log in to your account".
- A required field for "Email address" with an asterisk and a text input box.
- A required field for "Password" with an asterisk and a text input box.
- A link for "Forgot your password?" in blue text.
- A blue "Log In" button.
- A link for "Need to create an account?" in blue text.
- A link for "Privacy policy" at the bottom.

Login if you already have a speaker account.

Click or tap this link to create a new account.

[Need to create an account?](#)

[Privacy policy](#)

Create Account

Provide your First and Last name, email address and create a password.

Passwords must contain:
At least 1 letter
At least 1 number
8 to 20 characters
No spaces

The screenshot shows a mobile-style form titled "Create your new account". It contains the following fields and elements:

- * First Name:** Input field containing "Denny".
- * Last name:** Input field containing "Wall".
- * Email address:** Input field containing "denny@7x24exchange.org".
- * Password:** Input field with 10 dots representing a masked password.
- Password must contain:** A summary box with four requirements, each marked with a green checkmark:
 - At least 1 letter
 - At least 1 number
 - 8 to 20 characters
 - No spaces
- * Confirm Password:** Input field with 10 dots and a cursor at the end.
- Buttons:** A blue "Create" button and a dark grey "Cancel" button at the bottom right.

A green callout box on the left side of the form contains the text "Click or tap the Create button." with a blue arrow pointing to the "Create" button.

Start the Proposal Submission Process

Once you have created a Speaker account (or logged into the system), you will be ready to continue.

Click or tap the Submit a Proposal button.

The screenshot displays the 7x24 Exchange website interface. In the top left corner is the logo for 7x24 Exchange International, with the tagline "The end-to-end reliability forum." In the top right corner, a green callout box states "Your name will be displayed in the upper right corner." Below this, the text "Welcome, Denny | Log Out" is visible, along with navigation links for "Home" and "My Submissions". The main content area features the heading "Call for Presentations Spring and Fall Conferences". A dark blue button labeled "Submit a Proposal" is highlighted, with a green callout box pointing to it that says "Click or tap the Submit a Proposal button." To the right of the button, the text "Submission Deadline" is present. At the bottom of the page, there are links for "Privacy Policy", "View the 7x24 Exchange Privacy Policy", and "Manage Cookie Preferences", followed by the copyright notice "Copyright © 7x24 Exchange".

Read the Informational and Selection Criteria

This screen provides information about 7x24 Exchange and proposal selection criteria.

New!
The submission process takes place over a series of screens

The screenshot shows the 7x24 Exchange International website. At the top left is the logo with the tagline 'The end-to-end reliability forum.' At the top right, it says 'Welcome, Denny | Log Out' and 'Home My Submissions'. The main heading is 'Call for Presentations - Spring and Fall Conferences'. Below this, there are three sections: 'What is 7x24 Exchange?' (a paragraph about the organization), 'Conference Goals' (a paragraph about the mission), and 'Selection Criteria' (a list of three points). A green callout box points to the 'Save & Continue' button at the bottom of the page.

What is 7x24 Exchange?
7x24 Exchange International is a not-for-profit organization that provides an educational forum focusing on challenges faced by mission critical industry professionals. Founded in 1989 by a group of industry visionaries, 7x24 Exchange International has grown to include more than 300 member companies and 29 chapters. Members are as diverse as the industry itself and include firms within industries such as aerospace, energy, financial services, government, healthcare, pharmaceuticals, manufacturing, media, technology, and more. Through the expertise of its active membership, 7x24 Exchange is a leading provider of conferences enabling collaboration and knowledge sharing amongst industry professionals. 7x24 Exchange International is committed to addressing the challenges of energy efficiency and sustainability, providing continued value to member companies and conference participants and giving back through its social responsibility initiative.

Conference Goals
In keeping with its founding assumptions and mission 7x24 Exchange believes new approaches, products, ideas, solutions and techniques related to improving End-to-End reliability emanate from varied functions, vendors, consultants and user/operators in structured and unstructured exchanges. As such, 7x24 Exchange Conferences include a broad variety of topics that impact End-to-End reliability in formal and informal settings. The content and structure of 7x24 Exchange Conferences are designed to encourage and facilitate such valuable dialogue and idea exchanges.

Selection Criteria

1. The topic must be relevant to the theme of the conference.
2. Any proposal with sales overtones will be eliminated.
3. Proposals will be given priority in the following order:
 - Case studies with end user/client participation
 - Presentations provided by end users
 - Multiple vendor presentations on future technology
 - Panel presentations which portray many different perspectives
 - Proposals on topics that are timely and compelling

Click or tap the Save & Continue button to continue to the next screen.

Cancel Save **Save & Continue**

Fill Out the Speaker Details (Job and Company Info)

After you begin, fill out the primary speaker details.

Your First and Last Name will be prepopulated from your account.

NOTES

* indicates required fields

Any files uploaded must be less than 20MB in size

Any files uploaded must be plain text (.txt), MS Word (.doc or .docx) or PDF formats.

Step 1: Primary Speaker Details

Prefix	<input type="text" value="Mr."/>		
First Name	<input type="text" value="Denny"/>	Last Name	<input type="text" value="Wall"/>
Designation (Ph.D., ME, etc.)	<input type="text" value="PE"/>		
* Title	<input type="text" value="Director"/>		
* Organization	<input type="text" value="7x24 Exchange"/>		
Organization Address			
* Address 1	<input type="text" value="Street Address"/>		
Address 2	<input type="text"/>		
* Country	<input type="text" value="USA"/>		
* City	<input type="text" value="New York"/>		
* State/Province	<input type="text" value="New York"/>		
* ZIP/Postal Code	<input type="text" value="10012"/>		

Fill Out the Speaker Details (Social Media, Photo, and Bio)

Collecting Social Media links is a new feature.

Continue filling out the form by including the primary speaker's Social Media links, a photo and biography.

Upload a 300 dpi headshot of the primary speaker.

Provide the primary speaker's biography which will be used in the Program.

Facebook URL	<input type="text" value="https://www.facebook.com/7x24exchange/"/>
Twitter URL	<input type="text" value="https://www.twitter.com/7x24exchange"/>
LinkedIn URL	<input type="text" value="https://www.linkedin.com/company/7x24-exchange-international/"/>
<p>* Photograph (To be used in Marketing Materials)</p> <div> silhouetteFemale1739916293857.jpg Remove</div>	
<p>* Biography</p> <div><input type="text" value="This is the biography field."/></div> <p>4,972 characters remaining</p>	

Fill Out the Speaker Details (Authorization and Co-Presenters)

Provide the appropriate authorization details and add co-presenter details.

Step 2: Authorization Details

Please indicate one of the following:

- I am the Primary Speaker
- I have been authorized to represent the Primary Speaker and complete this application for him/her.

Step 3: Enter Co-Presenters Details

Add any other co-presenters to this section.

Add Co-Presenter

Previous Cancel Save **Save & Continue**

Click or tap the Add Co-Presenter button to add up to 4 co-presenters.

Click or tap the Save & Continue button to proceed to the next screen.

Fill Out the Presentation Details (Presentation Name and Description)

Provide the presentation title, instructional method and description.

Call for Presentations - Spring and Fall Conferences

7x24 Exchange receives more presentation proposals than presentations slots for each conference. Therefore proposals are reviewed with the following criteria in mind:

- The topic must relate to the theme of the conference.
- Any proposal with sales overtones will be eliminated.
- Proposals in the following formats will be given priority:
 - Case studies with end user participation.
 - Multiple vendor presentations on future technology without discussing particular products/services.
 - Presentations provided by end users.
 - Panel presentations which portray many different perspectives of a particular topic.
 - Proposals that demonstrate the ability to discuss a technology, concept or problem in as generic of terms as possible.
 - Topics which are timely and compelling to members' interest.

Step 4: Enter Your Presentation Details

* Presentation Title

* Instructional Method Lecture
 Case Study
 Panel Discussion

Step 5: Presentation Description

Include 75-100 words describing session content. Descriptions will be used for marketing purposes and may be edited for use in the final conference program.

* Description

Fill Out the Presentation Details (Attach Supporting Files)

Attach any related files to the presentation proposal.

A Presentation Outline and any Co-Presenter Agreements (when applicable) are required.

Click or tap the Upload File button to add attachment files.

Step 6: Attachments

Please include the following attachments with your proposal, where applicable:

1. Presentation Outline (required)
2. Co-Presenter Agreements (required) Please ask each co-presenter to agree to participate through their company email and attach screen shot.

You may upload multiple documents in this section.

Attach Document(s)

alltechdocs.pdf 

Upload File

Accepted File Formats: Word, PDF, TXT, ZIP

Click or tap the trash can icon to remove attachments.

Click or tap the Previous button to return to the previous section.

Click or tap the Save & Continue to go to the next step.

Fill Out the Presentation Details (Acknowledgments)

Read and complete the various acknowledgments.

Step 7: Acknowledgments

* Has presentation been delivered elsewhere

Yes

No

If yes, where and when?

* Are you interested in presenting to 7x24 Exchange Chapters on a local level?

Yes

No

* User, vendor and consultant participation in 7x24 Exchange Conferences is acknowledged and encouraged. However, in keeping with 7x24 Exchange's mission, presentations must be educational, not promotional, in tone and content. The group is primarily driven by user interest; overt selling is inappropriate and must be avoided. The audience is largely composed of problem-solvers. Experience indicates they respond best to real-world, case-study-type presentations, but are receptive to new ideas or concepts, if they are well-presented and relevant.

I certify that the tone and content of my presentation will be educational, not promotional.

* It is 7x24 Exchange's policy that speakers are guests of 7x24 Exchange for this conference and therefore the conference fee is waived. This policy applies to one speaker per organization. Additional speakers from the same organization must submit the appropriate conference registration fee. All travel and additional expenses are the responsibility of the speaker.

I understand that the conference fee is waived for one speaker per organization, and that any additional speakers from a single organization must submit the appropriate conference registration fee.

* 7x24 Exchange does not permit additional speakers or replacement speakers not included in the proposal.

I certify this proposal is complete and ready for review.

* All conference sessions are videotaped and 7x24 Exchange may decide to use or sell these recordings. By submitting this form you grant 7x24 Exchange permission to use/sell/duplicate any such recordings. You also agree to release 7x24 Exchange from any loss you may encounter in conjunction with participation in this event not resulting from 7x24 Exchange's gross negligence.

I have read, understand and will accept the above terms and conditions.

* 7x24 Exchange requires that all presentations be submitted with a written permission to include any third-party content, and that the speaker indemnify & hold 7x24 Exchange harmless from any claims arising from 7x24 Exchange's presentation, use or distribution of the speaker's presentation.

I certify that my presentation & I will meet these requirements.

Click or tap the Save & Continue button to review your submission.

Previous Cancel Save **Save & Continue**

Need Support? Email info@7x24exchange.org

Review Your Submission or Return to Form

Welcome, Denny | Log Out

Home My Submissions

Call for Presentations - Spring and Fall Conferences

Step 8: Review Your Submission

Be sure to review your proposal submission below. If everything looks good, click on the Submit button. If you would like to make adjustments, click on the Return to Submission form button.

Author Details

Prefix
Mr.

First Name
Denny

Last Name
Wall

Designation (Ph.D., ME, etc.)
PE

Title
Director

Organization
7x24 Exchange

Organization Address
Street Address
New York, NY 10012
US

Phone
1234567890

[Return to submission form](#)

Review your proposal.

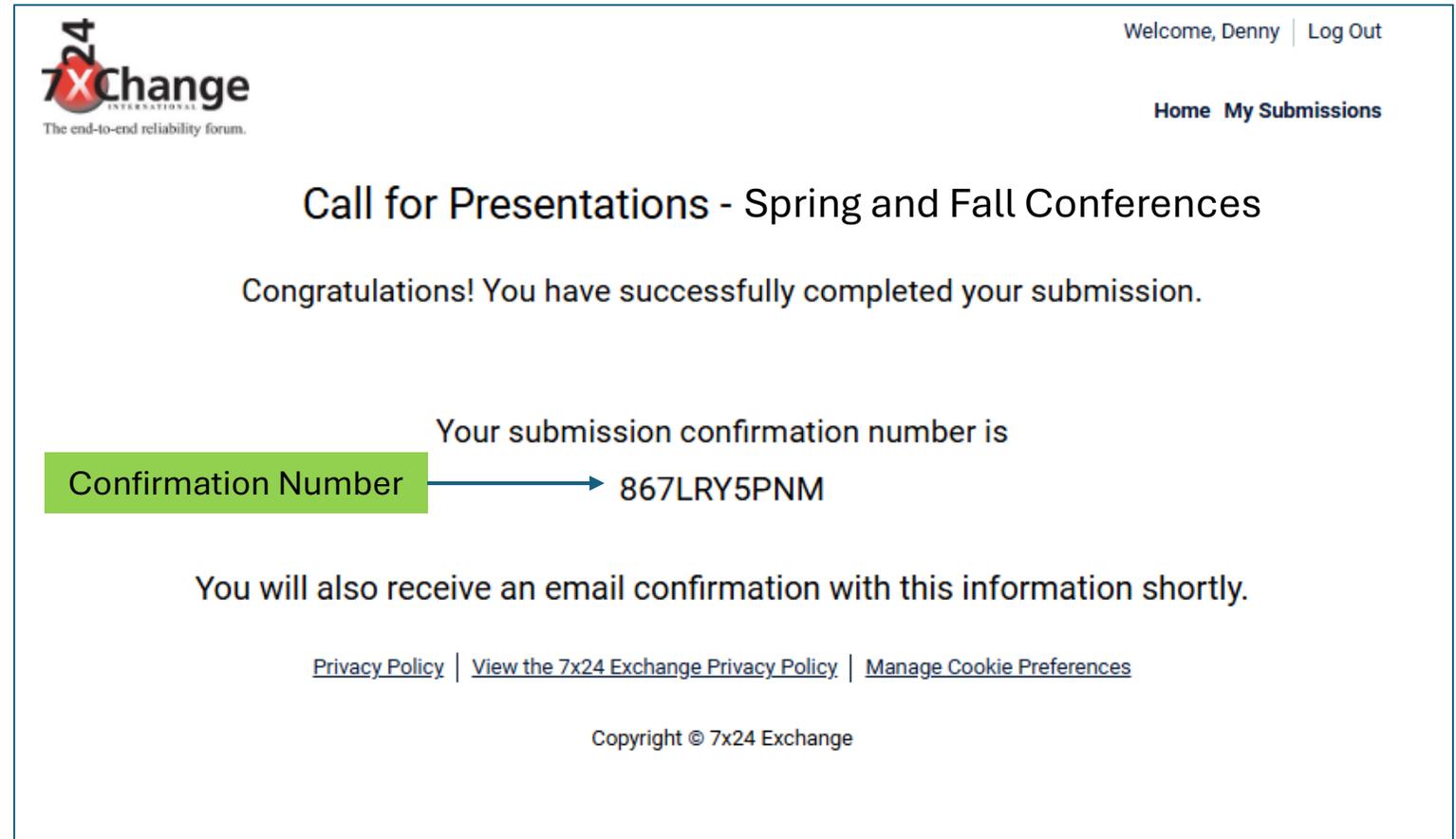
7x24 Exchange requires that all presentations be the speaker's original work, that the speaker obtain advance written permission to include any third-party content, and that the speaker indemnify & hold 7x24 Exchange harmless from any claims arising from 7x24 Exchange's presentation, use or distribution of the speaker's presentation

I certify that my presentation & I will meet these requirements.

[Previous](#) [Cancel](#) [Save](#) [Submit](#)

Confirmation After Submission

After a successful submission, you will receive a confirmation number.



The screenshot shows a confirmation page from 7x24 Exchange. At the top left is the 7x24 Exchange logo with the tagline 'The end-to-end reliability forum.' At the top right, it says 'Welcome, Denny | Log Out' and 'Home My Submissions'. The main heading is 'Call for Presentations - Spring and Fall Conferences'. Below that, it says 'Congratulations! You have successfully completed your submission.' The confirmation number '867LRY5PNM' is displayed next to a green box labeled 'Confirmation Number' with an arrow pointing to the number. Below this, it says 'You will also receive an email confirmation with this information shortly.' At the bottom, there are links for 'Privacy Policy', 'View the 7x24 Exchange Privacy Policy', and 'Manage Cookie Preferences'. The footer contains 'Copyright © 7x24 Exchange'.

7x24 Exchange
The end-to-end reliability forum.

Welcome, Denny | Log Out

Home My Submissions

Call for Presentations - Spring and Fall Conferences

Congratulations! You have successfully completed your submission.

Your submission confirmation number is

Confirmation Number → 867LRY5PNM

You will also receive an email confirmation with this information shortly.

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Viewing Your Submissions

You can view your submissions in the system.

To view your submissions, click or tap on the My Submissions link in the header.

The screenshot shows the 7x24 Exchange user interface. At the top left is the 7x24 Exchange logo with the tagline 'The end-to-end reliability forum.' At the top right, it says 'Welcome, Denny | Log Out'. Below this are links for 'Home' and 'My Submissions'. The main heading is 'Call for Presentations - Spring and Fall Conferences'. Underneath is 'My Submissions' with the subtext 'These are your submissions.' A search bar labeled 'Search for submission...' is present. A submission entry is shown with the title 'This is the title of the presentation', author 'Denny Wall', confirmation number '867LRY5PNM', and submission date '02/18/2025'. To the right of the submission are 'Withdraw' and 'Edit' buttons. At the bottom, there are links for 'Privacy Policy', 'View the 7x24 Exchange Privacy Policy', and 'Manage C'. The footer contains 'Copyright © 7x24 Exchange'.

To edit your submission, click or tap on the edit button, then proceed with your edits.

To Withdraw your submission, click or tap on the Withdraw button, then confirm.