



2020 TML Annual Conference and Exhibition Greenhouse

The TML Greenhouse is where conference attendees enjoy pint-sized presentations packed with applicable solutions and innovative ideas. Prominently located in the exhibit hall, this unique space is easily accessible to attendees and designed to spark creativity and curiosity.

Conference attendees will join TML Greenhouse sponsors for informative and applicable presentations, each 30 minutes or less.

TML Greenhouse sessions include:

- Two 30-minute TML Greenhouse presentation times
- Dedicated space and seating for up to 50 attendees
- Audio and visual presentation equipment (wireless microphones, PowerPoint capabilities, presentation monitors, speakers, onsite tech attendant)
- Light refreshments (coffee, tea, water) for attendees during presentations
- Promotion of presentation in September pre-conference issue of *Texas Town & City*, conference website, conference mobile app, onsite signage, and more.

We're interested in content-rich presentations of 30 minutes or less, focusing on issues and programs affecting Texas cities. Presentations should be informative and educational, *not promotional*.

Don't leave our attendees wilted! Our presenters only deliver content that is guaranteed to help our city officials grow. If promotion is your goal, let us find another opportunity that is right is for you.

TML Greenhouse presentations meet the following guidelines:

- Keep the presentation length between 15-20 minutes to allow for questions and discussion
- Start and end promptly
- Do not include promotional content
- Showcase Texas city successes
- Share timely news on issues that affect Texas cities
- Provide insight on state or federal programs that are important to our cities
- Use practical examples, and include helpful tips for city officials

2020 TML Greenhouse Presentation Times:

Wednesday, October 14

12:45–1:15 p.m.
1:00–1:30 p.m.
1:45–2:15 p.m.
2:30–3:00 p.m.
3:15–3:45 p.m.
4:00–4:30 p.m.

Thursday, October 15

9:15–9:45 a.m.
10:00–10:30 a.m.
10:45–11:15 a.m.
1:30–2:00 p.m.
2:15–2:45 p.m.
3:00–3:30 p.m.

Gardener's Almanac (Dates and Deadlines):

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| Greenhouse sponsorship commitment due | June 30 |
| Presentation title(s) draft due (<i>*optional</i>) | June 26 |
| Presentation title(s) and time selection due | July 17 |
| Final presentation summary/description and speaker(s) due | August 21 |
| Audiovisual or other needs due | August 21 |
| PowerPoint presentations (if applicable) due | October 12 |
| Onsite audiovisual rehearsal | October 13 |

*If you would like assistance with session descriptions or titles, please send your draft to gray@tml.org by the corresponding deadlines. TML communications staff will review and make suggestions.