**Offeror Presentation Request – RFP UK-XXXX-XX Title: XXXXXXXX**

Date/Time: [**XXXXX]**

Place: [Building]

University of Kentucky

Lexington, Kentucky 40506

Direct questions to: XXXXX, 859-257-XXXX, email [xxxxxx@uky.edu](mailto:xxxxxx@uky.edu)

*Please prepare handouts (X copies) of the presentation for distribution to committee members.*

*Please bring a CD with an electronic copy of the presentation file(s) to provide to the Purchasing Division representative.*

*Please do not bring gifts or promotional items for distribution to evaluation committee members.*

*If needed the conference room has internet capability (including wireless) and overhead PowerPoint projection with visitors bringing their own laptops.*

**Primary presentation points requested by Evaluation Committee:**

Your presentation should be no longer than XX minutes and should address the below outline. We will also schedule an additional XX minutes for questions and answers from the Selection Committee. Therefore the total presentation time allotment will be XX minutes.