

Presentation Guidelines and Resources

PowerPoint Best Practices

- **REQUIRED:** Speakers must use the 23rd Annual Meeting [PowerPoint Template](#).
- Slides should serve as an outline rather than a script.
- Aim for one slide every two to three minutes.
- Keep slide content **SIMPLE:**
 - **Short and sweet:** Limit your slide text.
 - **Illustrations:** Use images and infographics.
 - **Maintain font color and size:** Can attendees see the text from the back of the room?
 - **Placement:** Ensure message is front and center.
 - **Less is best:** A learner can only absorb so much from one slide.
 - **Enrich:** Build in interactive elements; give your slides a story.

PowerPoint Accessibility

- Visual information is not always inclusive of every learner's ability.
- Use informative and descriptive speech when discussing images, infographics, diagrams, and links.
- Review Microsoft's tips for [creating and delivering an effective presentation](#).
- Utilize University of Colorado Boulder [Accessible PowerPoint Guidelines](#).

Speaking Delivery Best Practices

- Arrive on Time.
 - Check in with your Session Chair 15-minutes before the session start time.
 - If you have presentation changes, please bring your PowerPoint with you on a USB flash drive to place onto the session laptop.
 - Speakers can use the Speaker Ready Room to prepare.
- "Be a Human."
 - Introduce yourself to attendees before you begin the presentation.
 - Smile! It is a natural way to warm up your audience and make them feel comfortable.
 - Maintain eye contact.
 - The more you engage with attendees, the more effective your content delivery will be.
 - Encourage Q&A and/or attendees to follow up with you.

- Stay Organized.
 - Provide overviews/recaps during your presentation.
 - Use signal phrases to refocus interest.
 - Keep the big picture fresh in the listener's mind; avoid too many details.
 - Stay on time – do not exceed your speaking slot.
- Boost the Energy!
 - Be flexible to changing presentation pace.
 - Incorporate an activity for audience participation.
 - Use different tones of voice to emphasize points.
 - Speak loudly and clearly.
 - Respond to questions with enthusiasm and try to tune into the questioner's train of thought.
- Prepare with Expert Insights.
 - Read up on what a TED speaker coach recommends [before you go on stage](#).
 - Chris Anderson on [TED's secret to great public speaking](#).
 - Dananjaya Hettiarachchi on [4 essential body language tips from a world champion public speaker](#).