

# Presentation Guidelines and Resources

## PowerPoint Best Practices

- **REQUIRED:** Speakers must use the 24<sup>th</sup> Annual Meeting PowerPoint Template.
- **REQUIRED:** Financial disclosures and conflicts of interest must be clearly stated on the slide following the title slide.
- 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](#).