

GUIDELINES FOR MAKING YOUR PRESENTATION

To assist YOU in preparing your presentation, please consider the following points:

- The session schedules generally allow a total of 30 minutes for each presentation. Plan on 20 to 25 minutes for remarks and 5 to 10 minutes for questions and answers.
- Concentrate on conveying information to the audience. Do not read your paper.
- Visual aids are important to holding audience attention. We strongly encourage the use of PowerPoint. Your presentation will be loaded onto your moderator's computer, so please contact them with software questions.
- Visual aids should support your presentation and emphasize important points.
- Visual aids should be clear and contain concise information. Limit the amount of information per slide.
- Do not include text and data that is too small for the audience to read.
- Word slides should present information in bullet form.
- Avoid displaying numerical data in a tabular format. Use line graphs and bar charts to show trends and compare data whenever possible.
- Attend the Speakers Breakfast to coordinate final details with the moderator, and use the equipment provided to check your slides before your presentation.
- Be prepared. Practice your presentation – it will help you to relax and enjoy the session!