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## SPEAKER 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!