Presentation Guidelines

Thank you for agreeing to participate in NEWEA's virtual 2021 conference. As you are aware, session presentations and q&a will be hosted live.

Your Presentation

- **Less is more!** YOU are the focus of the presentation and the story you have to share is important. If your PowerPoint slides can tell the story without you, then you need to re-do them.
- Create your presentation content slides as you would normally in PowerPoint.
- Stick to photographs and images running edge to edge. **Use as little text as possible.**
- When using words, try using **font size 42 points or larger in a common sans serif font.** Examples include Helvetica or Verdana.
- **Aim for 6 words per slide**. The audience will be viewing presentations on smaller screens and possibly on their phones, so keep text big and simple.
- When using a graph or table, only show the relevant portion- not the entire thing.
- Consider adding a poll, quiz or ask questions through chat to keep engagement.
- **Be Connected** - Imagine your audience even though you can't see them. Look straight into your camera, not the screen.

Your Slides
- **Remember to include a title Slide.**
- **Please use your company logos on the first and last slides only.** You are welcome to add an occasional company logo slides containing Intellectual Property. Slides should not contain so much text that you need to put your logo on every slide. Remember, the slides are an enhancement to you.
- **Add your contact information to the last slide.** If you would like attendees to contact you with questions or comments after the event and throughout the year provide your information on the final slide.

- **A NEWEA slide template is available** on https://annualconference.newea.org/presenter-information-virtual/ however it's not required that you use it.

Dates & Deadlines
- Update your profile in the speaker portal: Friday, June 4, 2021
- Register yourself as a speaker and pay any speaker fees: Friday, June 4, 2021
- Post final presentation slides (PDF) for your session: Monday, June 7, 2021
- Develop two (2) True/False questions about your presentation and upload to your speaker portal. Questions must include answers: : Friday, June 4, 2021

Speaker Portal
You will receive a separate email containing a sign-in link to your speaker portal. This speaker portal will allow you to update your online profile with a headshot and bio along with upload your presentation requirements listed above.

If you do not receive this email, please contact mail@newea.org immediately

Session Information
Technical sessions will be held live. All sessions will take place in zoom and will be recorded. Attendees will view the sessions through the virtual platform - Pheedloop. You will also receive a link to access this platform.

You are strongly encouraged to participate in a session training prior to the conference.

Day of
- Reboot your computer
- Make sure you are the only one streaming/using internet in your house if possible
- Dress appropriately
- Make sure your background is free of clutter
- Have a light source in front of you rather than behind
- Plan on attending the entire session

During Your Session
- Join Zoom 15 minutes prior to your session using the zoom panelist link provided
- Be prepared to take q&a after your presentation.
- If you lose internet connection and are unable to get back online, please call into zoom and mute yourself until instructed otherwise.

Questions
If you have any questions, please contact the NEWEA Office at mail@newea.org