Presentation Guidelines

We aim to create an interactive atmosphere and engage the audience through dialogue and discussion.

To achieve these goals, we have identified a few key guidelines that may be helpful in creating effective and engaging presentations. To ensure a smooth presentation, we kindly ask that you visit the technical requirements section.

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
• Register in advance
• Dress appropriately
• Bring your presentation on a flash-drive to give to the moderator prior to your session.
• Arrive early and plan on attending the entire session

Please contact us if you have any questions: mail@newea.org

GENERAL PRESENTATION GUIDELINES

Timing
In order to leave enough time for the audience to ask questions and engage in discussion it is crucial that all speakers stay within the allotted time. We encourage you to rehearse your presentation in advance to make sure that it does not exceed the time limit.

Slides and Presentation
Slides can be an effective learning tool to complement your presentation. Consider using them to help the audience visualize your talk. Remember to speak slowly, loudly and clearly, face the audience and use body language and voice to interact with your audience.

Here are some suggestions for the design of your slides:

Less is more!

General tips for presenting in-person
- One slide – One idea

- Do not use more than one slide per minute
- Limit the text on your slides – Focus on the main message
- Use not more than 20 words per slide
- Use clear visuals instead of text
- Limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure slides are clear and readable
- Use clear fonts and contrasting colors
- We recommend using double-spacing
- Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read
- Remember, your slide must be readable from the back of the session room
- Prevent using font sizes smaller than 18pt
- Cite your sources
- Include a final slide with the main messages of your presentation

TECHNICAL REQUIREMENTS

Presentation format
We kindly ask you to prepare your presentations in Microsoft PowerPoint™, or convert them into Microsoft PowerPoint™ format. For any other format, we cannot guarantee compatibility and we might not be able to show your presentation. If you prepare your presentation on a Mac, please make sure to convert it to PowerPoint or pdf and arrive early to test it prior to your presentation.

Slide resolution
The screen format for most of our meetings is 4:3, however some meetings will require a ratio of 16:9. In this case, you will be notified prior to the meeting about the different format.

Movies / videos / Audio
If your presentation includes videos or movies, please inform the AV technician at the tech table and provide us with the corresponding movie or video files together with the presentation on a portable drive. Please arrive at least 20-30 minutes before your session so that we can test the video prior to your presentation. If not tested in advance, we will not be able to guarantee that these movies/videos will work properly during the presentation. Please contact us if you need our help, or have questions regarding the movie/ video formats.

Graphics
Graphics can be of great help for conveying your message. Use clear graphics. Incorporate only the essential elements. When using images, please make sure they are 72 dpi (anything larger will make your final file size much larger than it should be, and PowerPoint does not always work well with large file sizes). When creating charts and graphs, make sure to label axis and include legends. Leave blank space around charts and graphs; text placed too close to graphs (except for labels and numbers) will make your slide appear cluttered.

GENERAL VIRTUAL PRESENTATION GUIDELINES

Timing
In order to leave enough time for the audience to ask questions and engage in discussion it is crucial that all speakers stay within the allotted time. We encourage you to rehearse your presentation in advance to make sure that it does not exceed the time limit.

Slides and Presentation
Slides can be an effective learning tool to complement your presentation. Consider using them to help the audience visualize your talk. Remember to speak slowly, loudly and clearly, face the audience and use body language and voice to interact with your audience.

Here are some suggestions for the design of your slides:

Less is more!

General tips for presenting virtually
- One slide – One idea
- Do not use more than one slide per minute
- Limit the text on your slides – Focus on the main message
- Use not more than 6 words per slide
- Use clear visuals instead of text
- Limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure slides are clear and readable
- Use clear fonts and contrasting colors
- We recommend using double-spacing
- Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read
- Remember, your slide must be readable from the back of the session room
- Prevent using font sizes smaller than 36pt in a common sans serif font like Helvetica or Verdana
- Cite your sources
- Include a final slide with the main messages of your presentation
- 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

Virtual Session Information
• Reboot your computer
• Make sure you are the only one streaming/using Internet
• 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
• Log in at least 20 minutes ahead of your presentation time

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• Be prepared to take questions after your presentation unless otherwise instructed.
• If you lose Internet connection and are unable to get back on-line, please call into zoom and mute yourself until instructed otherwise.

Virtual presentations will use Zoom and will be recorded unless otherwise noted. Attendees will view the sessions through a virtual platform. You are strongly encouraged to participate in a session training prior to the event.

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