



## Presentation Guidelines:

Preparation: Here are a few ideas to ensure that your presentation has maximum audience impact.

- Structure your presentation with an introduction/outline of what your audience can expect, followed by the body/center of your story (presenting is storytelling!) and end with a conclusion that summarizes the main topics.
- Make sure the audience walks away understanding the following:
  - What the presentation is about
  - The main objective of your presentation
  - What has been done
  - The value your approach provides
  - Next steps, if any
- Describe the problem clearly enough for the audience to appreciate the value of your contribution.
- Aim your presentation at an audience that is not familiar with your research area, so communicate the importance of your work, rather than simply laying out the results.

When preparing your presentation, try to:

- Keep it simple – don't include distracting artistic effects, decorations, bright colors. Less is more
- Summarize your main points
- Limit your text to eight lines per slide
- Use 24-point font or higher, if possible
- Use easy-to-read fonts such as Arial
- Do not use a photocopy of a standard printed page as a display.
- Limit tables to four rows/columns
- Display large tables as graphs
- Avoid numerous curves on a graphical display
- Label graphs clearly with big, readable type
- Provide references and share your contact information.
- Preview your presentation, show it to a colleague or friend you trust to get honest feedback
- Remember to make sure your presentation meets accessibility guidelines

- Follow any resolution guidelines, if provided, to format your presentation for accurate screen presentation
- Upload your presentation into IGeLU's [ProposalSpace](#)

#### Time your talk to:

- Present maximum, one slide per minute. Allow yourself more time to explain what is on the slide. Slides do not tell the story, you do! Slides support your story and help you follow your storyline/structure
- Take a minute or two less than your maximum allotment
- Practice, practice and practice your talk
- If you are partnering with a co-presenter, plan your time accordingly and practice your speech so that it is not confusing
- Allow at least five minutes for questions

#### During the presentation:

- Check to make sure the microphone works before you begin.
- Be sure everyone in the room can see your presentation material.
- Don't apologize for your displays (just create them properly in the first place).
- If help is needed, a Conference Moderator will be there to assist

#### Speaking to Diverse Audiences:

Talk at a pace so that everybody in the audience can understand, regardless of whether English is your first or second language. Remember, there are members in the audience who may have English as their first or second language.

- Enunciate clearly: Speak slowly, clearly and loudly.
- Be careful with metaphors, idioms, and jargon: Some metaphors appropriate in one culture may be offensive in another one. Not everyone understands jargon and acronyms
- Know the meaning of words outside of your native language
- Be mindful of body language, eye contact and personal space

#### Post-presentation:

- Thank the audience for their attention.
- Gather your materials and move to the side quickly to allow the next presenter to prepare.
- Stay for the entire session and, afterward, be available for people to ask you questions.