

# Preparing Your Presentation

For high quality, effective instruction, ASDSO strongly encourages conference speakers to use a web-based or installable presentation software program such as Powerpoint, Prezi, or similar tool. Slides can be converted and video clips can be embedded, avoiding the need to rent additional audio-visual equipment.

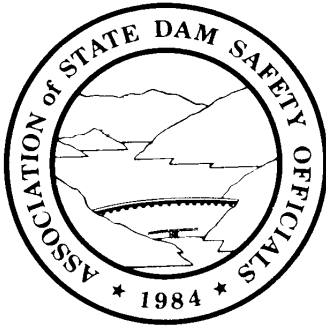
You will be contacted by your session moderator, who will coordinate the loading of all speaker presentations onto **one computer** (either volunteered by one of the speakers or by the moderator) prior to your session. This will eliminate the need to change computers between presenters. Bring at least one copy of your presentation on a flash drive to the conference. Note to Macbook users: please bring the adapters needed to plug in to the LCD projector. The A-V staff will have extras on hand, but may not have all of the versions that might be needed for Mac computers.

Since there could be complications with running presentations created on different versions of Powerpoint on a single computer, please coordinate with your moderator and co-presenters on this issue. Specifically, presentations created in PowerPoint 2010 may not display correctly on computers running earlier versions of the software. Please identify the version of Powerpoint that will be on the computer being used in your session and plan accordingly.

At least one day prior to your session, your moderator will schedule a time for you and the other speakers in the session to meet in the Speaker Preview Room to load and review the presentations, and to verify compatibility of the software, operating system and projection equipment. This short, but very valuable meeting goes a long way to ensuring a smooth-running session.

Please see the PRESENTERS TOOLBOX section of the Dam Safety 17 website for these important guidelines and helpful resources.

- Acceptable Use of Company Logos in Conference Presentations
- Creating or Converting Presentation Slides to 16:9 Ratio
- Info on Presentation Software Options



# Presentation Guidelines

The following guidelines are recommended by the Dam Safety 2017 Conference Planning Committee and the session moderators:

1. Plan your talk for 20 minutes and assume you will cover each slide in about 30 seconds; therefore ~40 -50 slides will fill your presentation slot.
2. Provide an outline of the presentation after the title slide.
3. Do not attempt to cover the entire paper content within the presentation. Cover the highlights and refer the audience to the proceedings for full details.
4. Limit text to a maximum of 5 bullets per slide and the text per bullet to a phrase or key words. Use the bullets as topical cues for your speech.
5. Use large fonts for text (24 for text to 36 for titles). Avoid complicated font types and minimize use of all-caps.
6. Simplify graphs to show the key information, only. Too much detail is distracting and difficult to see from a distance. Use line weights that can be seen from the back of a large room.
7. Avoid white backgrounds which are difficult to view in subdued lighting, and use the same background throughout.
8. Use photos wherever possible following the “picture is worth a thousand words” adage.
9. Use a conclusion slide to summarize - this is what the audience will remember.
10. End the presentation with a simple question slide to lead into the Q&A.
11. If possible, test view your presentation in a large room prior to the conference.