

Presenter Guidelines

LAM 2015

Kissimmee (Orlando), FL, USA

This Presentation Provides:

- Important Speaker Information
- Guidelines for Developing a Presentation

Speaker Registration Details

- All speakers must be registered with payment by January 26th to attend the workshop
- All speakers must check-in at the onsite registration desk upon arrival

Audio – Visual Information

- The standard audio-visual package in meeting room will consist of:
 - DLP Projector
 - Laptop Computer (with Microsoft Office Suite)
 - Lavalier Microphone
 - Laser Pointer

Audio – Visual Information

- Speakers are encouraged to preload presentations onto workshop laptop upon arrival to save valuable presentation time
 - Preload presentation into appropriate session folders
 - CD/DVD drives and USB ports will be available
 - Floppy or zip disks cannot be used

Visual Aid Guidelines

- Timing
 - One (1) slide per minute
 - 30 minute presentation = 25 minutes for speaking + 5 minutes for questions
 - Practice beforehand to remain within your time frame

Visual Aid Guidelines

- Style Guidelines
 - Use a title on each slide
 - Use short phrases, not long sentences
 - Use pictures, charts, graphs, etc. with color
 - A picture is worth a thousand words

Visual Aid Guidelines

- Font
 - Use one or two simple fonts (Verdana, Times New Roman)
 - 36 point (minimum) for titles
 - 34 point (minimum) for main text
 - Use high contrast
 - Light lines and text on dark background

Visual Aid Guidelines

- Transitions and Display
 - Slides should display instantly – no slow transition effects
 - Default settings should be:
 - Effect: No transition
 - Speed: Fast
 - Advance: On mouse click

Visual Aid Guidelines

- Diagrams, charts and graphs
 - Keep design simple
 - Use large font sizes
 - Try to use all the space in the slide
 - Use bright colors if possible

Please do not...

- Overuse transition effects
- Focus the audience on your slides instead of you
- Try to use every feature PowerPoint has to offer
- Try to write your entire presentation on the slides
- Forget to practice ahead of time

Speaking Guidelines

- Make frequent eye contact with your audience
- Use slides as guides
 - Do not read directly from your slides; they are there to serve as guidelines only
- Practice beforehand so your presentation will run smoothly

Important Deadlines

- *January 16:* **Presentation Submission Deadline**
- *January 26:* **Speaker Biography Form Deadline**
- *January 26 :* **Speaker Registration Deadline**
- *January 30:* **Presentation Release Form Deadline**
- *February 6:* **Hotel Reservation Deadline**

- **Please take a moment and add these dates to your calendar.**