

Preparing Your Presentation

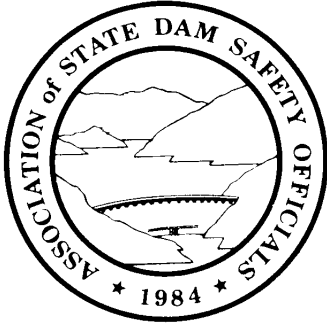
For high quality, effective instruction, ASDSO strongly encourages conference speakers to use PowerPoint presentation software. Slides can be converted to PowerPoint, and video clips can be embedded, avoiding the need to rent additional audio-visual equipment.

You will be contacted by your session moderator, who will coordinate the loading of all speaker presentations onto **one computer** prior to your session, (either volunteered by one of the speakers or by the moderator). This will eliminate the need to change computers between presenters. Bring at least one copy of your presentation on a CD or flash drive to the conference.

Since there can 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 2007 may not display correctly on computers running earlier versions of the software (Powerpoint 2003 or 2000). Please identify the version of Powerpoint that will be on the computer being used in your session and plan accordingly. (A failsafe option would be to bring two versions of your presentation to the conference, one developed in 07 and the other in 03.)

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.

Guidelines on the Use of Company Logos in Conference Presentations - Presenters are prohibited from expressly advertising or promoting any single company, product or service as part of their conference presentations. Please limit reference to your company name, logo, or product trade name to one time only when using visual aids such as slides or handouts. We suggest noting your company name or logo on either your opening or closing slide only. Alternatively, if a company logo appears on each slide, the graphic should be visible, but small and non-distracting (such as in a lower corner). See examples in the Speaker Toolbox section of the ASDSO website (www.damsafety.org)



Powerpoint Guidelines

The following guidelines were developed by Steve H. Snider, P.E., long-time coordinator of the ASDSO Conference Moderators program.

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 CD for 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 capitalization.
6. Simplify graphs to show the key information, only. Too much detail can be 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.