Presentation Tips

Slide Counts

Contributed papers can be 20 or 50 minutes in length. A good rule of thumb is that a slide usually takes about 1-2 minutes to present, so if you leave time for questions (usually about 5 minutes), a twenty-minute paper should be about 10-12 slides, and a 50-minute paper should be about 30-35 slides. This is, of course, not a requirement, but a commonly followed guideline and useful if this is your first time presenting.

Presentation Requirements

Presentation file should be PowerPoint 97-2003 or later. If created using Adobe PDF, it must have the capability of Full Screen Mode display like the PowerPoint display (i.e., same ratio).

Preparing your Presentation

1. A presentation template is available for downloading from the SESUG website.
2. Scale your visuals for presentation in a large conference room that seats 50-150 people [in person conference session] or such that they display well in a virtual environment [screen sharing for virtual conference session]. Generally, this means that font sizes should be no smaller than 24 points.
3. If you are using slides, prepare notes that compliment your slides – do not read what is shown on the slides. The audience can read faster than you can read them aloud.
4. The opening should be concise, and your purpose clearly stated; get the attention of your audience.
5. Use a closing slide to summarize your main points.
6. Wherever possible, use screen captures rather than trying to do a live demo.
7. Use a mixture of slides that show text, flow charts, and output. Images such as screen captures can be used to show a product's application in the workplace.
8. Divide ideas into groups of three to five, so your audience can more easily grasp information.
9. When using graphics, mute the colors for readability.
10. Limit the text in your visuals to the main concepts.

Practicing your Presentation

1. Practice your presentation aloud, speaking slowly and clearly. Remember that how you say it is just as important as what you say.
2. Ask others to listen and give you feedback about the volume, clarity, and speed of your presentation.
3. Do not read your paper or slides. Use an outline of your major concepts to follow when.

making your presentation.

4. Conclude your presentation by repeating your opening theme and main ideas. Answer any questions that you might have raised in your opening and repeat the main point of your presentation.

5. Practice timing your presentation, staying within the time allotted.

Delivering your Presentation

1. Note the time and room location [in person conference session] or virtual room access [virtual conference session] for your presentation.
2. Arrive at the correct location at least one presentation before yours, if possible.
3. Let the Section Chair and the Session Coordinator know you are there.
4. Your title and biography slide will be displayed on the screen prior to your presentation.
5. Be sure that everything that you need is in place and working.
6. Stand at the podium if possible [in person conference session] and ensure your camera is on and working [virtual conference session]. This gives the audience a clear view of both the presentation screen and you.
7. Be aware of the time. The Session Coordinator will stop your presentation when the allotted time is used. You will not be allowed to continue beyond your allotted time.
8. When your presentation is finished, thank your audience for their attention and ask if there are any questions while you are still at the podium.
9. Allow about 5 minutes of your allotted time for the audience to ask questions. It is very common for speakers to get questions; you should consider it a compliment that your listeners want to learn more about your ideas.
   a. Repeat each question. This verifies what the question is, and it also gives you a few seconds to prepare an answer.
   b. If you do not know the answer, say so, and offer to get the answer to the question after the presentation.
10. If possible, stay at the back of the room a few minutes after your presentation [in person conference session] or provide your contact information through virtual chat [virtual conference session] to be accessible for more questions.