Presentation Guidelines

Congratulations for being selected to present at the **USSD Annual Conference and Exhibition** in Miami. Complete conference information, including the technical program and online registration can be found at: [https://ussdams.wildapricot.org/event-2471270](https://ussdams.wildapricot.org/event-2471270)

**Draft and Final PowerPoint Presentations**

Draft (pdf) and Final PowerPoints (ppt) must be sent directly to your session moderators, according to their instructions. Please make sure to meet their deadlines. Bring a backup presentation on flash drive to the conference.

**Meeting Room Setup**

There will be a computer, projector, laser pointer and screen in each room, along with a lectern with microphone and a wireless microphone.

**Your Presentation**

Presentation lengths vary within each session. Generally, “short” presentations are 8-10 minutes, and “long” presentations are 15-30 minutes. Your moderators will let you know how much time you have.

**Guidelines for Preparing Your PowerPoint**

- Plan on a 4:3 aspect ratio
- Only one thought or concept per screen.
- Follow the **six-by-six rule**; no more than six words per line, no more than six lines per screen.
- Graphs work better than tables when projected.
- Use uppercase and lowercase letters in the text of visual materials.
- Company logos are acceptable if used only in headers or footers and kept to a minimum size. Please do not engage in any type of promotional marketing or selling of products or services during your presentation.
- Remember: never read your presentation. Strive to be as spontaneous as you would in everyday conversation. Preparation is the key -- practice, practice, practice!

**Speaker Prep Room**

A speaker prep room will be available Monday through Wednesday (Orchid A). A projector will be available; please bring your own computer. Stop by the USSD registration desk for more information.