

# Presentation Guidelines

Congratulations for being selected to present at the **USSD 2019 Annual Conference and Exhibition** in Chicago.

Complete conference information, including the technical program and online registration can be found at: <https://ussdams.wildapricot.org/event-2907349>.

## 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

Your presentation should not exceed 20 minutes. The moderator will use any additional time for introductions and questions.

## Guidelines for Preparing Your PowerPoint

- Plan on a 4:3 aspect ratio.
- General rule of thumb is to allow 2 minutes to present each slide. This means no more than about 10 slides with technical content.
- 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 (Mobley, Hilton lower level). A projector will be available; please bring your own computer. Stop by the USSD registration desk for more information.