

# Presentation Guidelines

Congratulations for being selected to present at the **USSD Annual Conference and Exhibition** in Anaheim. Your presentation will take place in the Anaheim Convention Center, adjacent to the Anaheim Marriott, the Conference headquarters hotel. Complete conference information, including the technical program, can be found at: <https://ussdams.wildapricot.org/event-2282875>

The following Google Drive will be used for technical session documents, including bio-sketches and PowerPoint presentations. Click on your session folder, which will include sub-folders for bio-sketches, Powerpoint drafts and Powerpoint finals. Additional instructions on using Google Drive are provided in a document found at this link:

<https://drive.google.com/drive/folders/0B-E2EyK1OBy5bk0wYIZsQzdGTFU>

## Pre-Conference Requirements

- **By March 1:** Upload a **one paragraph bio-sketch** (about 200 words) to Google Drive. Use yourlastname\_bio as the file name.
- **By March 1:** Upload your draft Powerpoint presentation (.ppt or .pdf) to Google Drive (not a requirement, but strongly recommended). Use your last name as the file name. Session moderators will provide comments to you either directly or via Google Drive.
- **By March 27:** Upload your final Powerpoint presentation (must be .ppt) to Google Drive. Your moderators will pre-load all presentations to a laptop computer. Bring a backup presentation on flash drive to the conference.

## Session Moderators

A document with session moderator contact information is on Google Drive. You are encouraged to communicate directly with your moderator(s) prior to the conference, particularly if your presentation will include video and/or audio.

## 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 will take place within a 30-minute timeslot (except for a few which combine 2 presentations into one 30-minute slot). Please plan on no more than **20 minutes** for your presentation; the remaining 10 minutes will be used for introductions and question and answer period, facilitated by the session moderators.

## 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 Ready Room

A speaker ready room will be available from Monday at 1:00 pm through Wednesday afternoon in the Anaheim Convention Center. A computer and projector will be available. Stop by the USSD registration desk for more information.