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2021 Virtual TechCon General Guidelines for Effective Presentations

Presentation Length:
- Contributed Speakers are allotted 20 minutes for their presentation. The recorded presentation length should be 15 to 17 minutes.
- Invited Speakers are allotted 40 minutes for their presentation. The recorded presentation length should be 35 to 37 minutes.
- ***Remember: Leave 3 to 5 minutes for introductions and Q&A in the total presentation length.***

Tips for a Successful Presentation:
- Rehearse your presentation.
- Look at the camera. Eye contact is essential.
- Present a discussion of your paper—don't just read your it.
- Allow time at the end of your presentation for questions. Moderators will start each new presentation promptly.
- Repeat questions before responding with an answer.
- Don't forget: Have fun! People are there to hear what you have to say..

> **Most Effective Visuals Are:**
>
> Consistent—promote comprehension
> Unique—graphics and color aid retention
> Customized—avoid canned presentations
> Simple—don't overwhelm the audience

Tips for Preparing Effective Visual Aids:
- Read and follow the PowerPoint Presentation Guidelines.
- Use upper and lower-case letters.
- Avoid using handwritten visual aids.
- Limit information to one topic per visual aid.
- Follow the "**6x6**" rule: No more than six words across and six lines down, excluding title, on each slide.
- Use recommended text sizes:
    - Main Title: 66 point
    - Subtitle: 54 point
    - Body Text: 40 point
- Use recommended fonts for best readability, including Times, Times Roman, Times New Roman.
- Horizontal/landscape format is preferred.

- Avoid white backgrounds: Light-colored copy on a dark background is easier to read.
- If using colored type or backgrounds, be certain the colors are contrasting so that the visual is not difficult to read.
- Use graphs to summarize data. Tables of data should be avoided because they are difficult to read.