Guidelines for Oral Presentations: 2026

Presentation Length:
- Contributed Speakers are allotted a total of 20 minutes for an oral presentation.
- Keynote/Invited Speakers are allotted a total of 40 minutes for an oral presentation.
- ***Remember: Include 5 minutes for introductions and Q&A in the total presentation length.***

Available Equipment:
- A computer and LCD projector are supplied in each session room.
- Each presentation room is equipped to broadcast audio from your PowerPoint presentation.
- Presenters requiring other specialized equipment or software must contact SVC before April 1, 2026
- Embed any video or audio files directly into your presentation.
- Presenters may review their presentation at the SVC Presenter/Manuscript Center.

Tips for Giving a Successful Presentation:
- Prepare note cards to organize a brief outline of ideas.
- Rehearse your presentation. Rehearse it a second time. Rehearse it a third time.
- Explore the equipment (i.e., lights, projector, microphone, etc.) operation prior to giving your talk.
- Look at the audience. Eye contact is essential. Make sure you address all areas of the room when you are presenting; make everyone attending feel that you are speaking to them.
- Present a discussion of your paper—don't just read your paper.
- Allow time at the end of your presentation for questions. Moderators will start each new presentation promptly (that means if you don't rehearse your presentation adequately, you will run out of time and will likely rush through the most important parts of your presentation!). Moderators are instructed to show no mercy to folks who run over in time.
- Repeat questions before responding with an answer.
- Don't forget: Have fun! People are there to hear what you have to say and they all know how difficult it is to stand in front of a crowd.

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. **Widescreen (16:9) is by far the desired format and all projector/screens at the TechCon are optimized for this format.**
- 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.