



Speaker Guidelines and Procedures

Guidelines for Speakers

Concise presentations are required. It is essential that speakers do not exceed the time allotted for their presentation. Discussion periods at the end of each session provide an opportunity to elaborate or add points. While speakers should provide a very brief context for the latest information being presented, the emphasis should be on new information, new ideas for the future rather than a review.

PowerPoint Presentation Guidelines: Effective communication of presented information is key to the success of the conference. With that in mind, we request you consider the following guidelines as you prepare your presentation:

1. Titles should be 35 – 45 points – make sure each slide has one.
2. Short, concise titles are best.
3. Use only 24-point fonts or larger for body copy.
4. Contrast title and body text by color and font size.
5. Do not use bold, italic and all capital letters too much.
6. Remember that italics are hard to read
7. Keep wording on charts to a minimum – labeling only
8. Make sure charts stand on their own and can be understood
9. Sans serif fonts maximize clarity

Avoiding Common Presentation Mistakes:

1. 6 words per bullet, 6 bullets per slide, 6 lines per slide.
2. Each slide should have a title.
3. Keep the color scheme the same throughout the presentation.
4. Include graphics to give readers a break from all the text.
5. In lieu of graphics, use bullets to break up text.
6. Keep fonts, bullets, color, and graphics consistent in the presentation.
7. You have 7 seconds to educate the audience on each slide.

MOST IMPORTANT: Be sure slides are legible from the back of a large room with more than 300 people.

For additional PPT tips, go to <http://www.pptfaq.com/index.html>

Travel Expense Reimbursement Guidelines for Invited Speakers:

Expenses: Invited speakers will receive conference registration, travel and lodging, paid for by ADSA. Our ability to cover these expenses depends on the success of outside sponsor contributions and registrations for this conference. The registration fee includes all registration expenses, breaks and meals starting with a reception on Monday evening through breakfast Thursday morning.

ADSA policy prohibits payment of honorarium or speaker fees.

For complete expense reimbursement guidelines, you are encouraged to review the ADSA Expense Reimbursement Policy included and online at <https://www.adsa.org/About-ADSA/Corporate-Documents>