

# GUIDELINES FOR SESSION PRESENTATIONS

## Versant Annual Client Conference

### General Information for Presenters

- Presenters are responsible for preparing handout material for session attendees. Versant will not produce any handouts. It is your responsibility to ensure that all materials contained in the presentation and handouts have the consent of authors and permission to use copyrighted or trademarked material.
- If your presentation includes video clips, please make sure the video is embedded in the presentation as internet access is not available. Typically a video file needs to be included as a separate file with the PowerPoint presentation.
- Versant will provide a Windows laptop computer connected to a projector for your presentation. Please bring your final presentation on a flash drive. If you have any additional needs, please contact us at [ClientConference@versant.org](mailto:ClientConference@versant.org).
- Sessions may be video or audio taped to share educational material with Versant clients and/or the production of marketing materials.

### Suggestions for Creating a Presentation

- Feel free to use your organization's PowerPoint template (if applicable) and logo.
- Provide the session outcome statement (from the abstract) both at the beginning and at the end of the presentation.
- Use simple graphics and images to make the point.
- List presenter(s) name and contact information (institution, email, etc.) at the beginning of the presentation.
- Limit the information on a single slide. A good rule of thumb is no more than six (6) words per line and six (6) lines per slide.
- SPELL CHECK EVERYTHING!
- Use a font easy for all to read such as Arial or Helvetica.
- Use a large font size. Remember, those sitting in the back of the room should be able to read the slide.
- Present information in an organized, logical manner.

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- Do not use more than four (4) colors in your presentation. Avoid red and green letters, which are difficult for some people to read. The best readability comes from high contrast of intensity rather than by clashes of color.
- Include a list of current references/resources (may be placed in handouts).

## Suggestions for Delivering a Presentation

- Dress should be business casual
  - Arrive for the presentation early and make sure the equipment is working. Versant will be available to assist. Practice sessions will be available on ***the day prior to the conference***. To reserve a practice session contact us through the Client Conference Support site at: [ClientConference@versant.org](mailto:ClientConference@versant.org)
- Each presentation will have 60 minutes total - 50 minutes for the presentation and 10 minutes for questions. Hold questions until the end.
- Stay on time. Versant will inform presenters when they have 10, 5, and 0 minutes left.
- Do not read the presentation. Practice, practice, practice so each presenter can speak to the bullet points.

## References

- Tips for creating and delivering an effective presentation Microsoft Office: <http://office.microsoft.com/en-us/powerpoint-help/tips-for-creating-and-delivering-an-effective-presentation-HA010207864.aspx>
- Designing an Effective PowerPoint Presentation. Purdue University: <https://owl.english.purdue.edu/owl/resource/686/01/>
- How to Create a PowerPoint Presentation: wikiHow: <http://www.wikihow.com/Create-a-PowerPoint-Presentation>