

Tips for Conference Speakers

Conferences are meant to be as meaningful as possible for the resource managers and specialists, policy makers and regulators, graduate students and educators, and interested members of the public that typically attend Outreach Education events. Please target presentations to the expected audience and avoid esoteric academic presentations. As presentations are developed, attempt to incorporate the following as appropriate:

Briefly summarize the state of the art/science pertinent to your topic

Focus on relevant current and future prospects and trends

Provide suggestions, direction and other “take home” messages

Acknowledge uncertainties as well as well-established facts

Rehearse presentation so that it will be smooth and deliverable within the allotted time. Allow a few minutes for questions if questions are to be invited.

Conferences are generally held in large rooms and visual presentations are limited to high quality Microsoft PowerPoint. PowerPoint presentations should be saved on a CD, high density diskettes, 100mb Zip disks or a USB (flash) device. Text and graphical material should be clear and legible. Additional suggestions:

Use high contrast colors between background and text. Yellow on blue, for example, looks good on a monitor but can be difficult to read towards the rear of a large room.

Use one thought per slide and short words or phrases. Avoid “cute” PowerPoint visual techniques that can distract from your message.

Slides of tables and graphs should be clear and simple. Avoid statistics.

Save your file as a PowerPoint presentation and give your last name as the file name i.e. Adams.ppt.

There will be assistance available to load your presentation onto a laptop computer. Please provide your presentation to the identified conference coordinator as soon as convenient to facilitate seamless transition from presentation to presentation. The conference coordinator will adjust projector focus and area lighting.

Slides can be advanced by using the down or right arrow and can be reversed using the left or up arrow.