



## Speaker Guidelines

**BEFORE PRESENTATION:** Each speaker is to meet with the moderator of his/her session in the Speaker Preview Room \_\_\_\_\_ prior to presentation time.

1. Rehearse your presentation
2. Review your slides
3. Check equipment: lavalier microphone, electronic pointer, remote control for slide projector, computer

**AS PRESENTATION TIME APPROACHES:**

If using slides;

1. slide carousels should be taken to the projectionist.
2. place a business card in the carousel for identification.

If using Powerpoint;

1. have disk in-hand.

Be seated in the front of the conference room before your session begins.

**PRESENTATION TIPS:**

1. Try not to leave a single slide on the screen for more than a minute. Look at your audience, not your slides, when you talk.
2. Project your voice.
3. Don't use your time for self or company promotion.

**TIMING:**

Papers begin exactly every 25 minutes and must be kept on time. There will be a timer to help you know how long you have. Questions will be fielded from the audience during the question/comment period at the end of each session.

**MODERATORS:**

1. Help familiarize speakers with equipment
2. Reset speaker timer
3. Help field questions from the audience
4. KEEP SPEAKERS ON TIME.