

SPEAKER GUIDELINES

All presentations should be in MS PowerPoint® or comparable format (IBM PC compatible). Meeting rooms will be set with one screen and a digital/video projector. Please, carefully read the attached instruction sheet. Clarity of presentation and high quality of audiovisual materials will have maximum impact on the information conveyed.

Free Paper Presenters: In order for your presentation to be uploaded to the computer prior to meeting commencement and to allow enough time to have handouts of your presentation made, we request that a CD-ROM of your presentation be sent to our office **no later than Friday, August 31st, 2007**. Handouts that are not received by **August 31st** will not be copied and distributed during the meeting to attendees and will be the responsibility of the presenter to make their own copies.

Instructional Course Presenters: The AACPDm is requesting that all Instructional Course Authors send a copy of their presentation which includes all necessary diagrams/graphs and references. Please send an electronic copy or a CD-ROM of your presentation to the AACPDm Office no later than **Friday, August 31st, 2007**. Handouts that are not received by **August 31st** will not be copied and distributed during the meeting to attendees and will be the responsibility of the author/presenter to make their own copies.

Breakfast Session and Specialty Day Course Presenters: The AACPDm is requesting a copy of your presentation which includes all necessary diagrams/graphs and references. Please send an electronic copy or CD-ROM of your presentation to the AACPDm Office no later than **Friday, August 31st, 2007**. Handouts that are not received by **August 31st** will not be copied and distributed during the meeting to attendees and will be the responsibility of the author/presenter to make their own copies.

NOTE: The AACPDm recommends that all presenters bring a copy of their presentation with them as a back-up.

REMINDERS:

In preparing your presentation, please remember that the strength of this Academy is the inter-disciplinary nature of its participants and our interest in a broad range of rehabilitation outcomes. Also, please remember that your audience may represent many disciplines and perspectives, including parents. Please ensure that you refer to persons with disabilities with respect.

Copyright law protects original works. Works created by an individual after January 1, 1978 are copyrighted for the life of the author plus 50 years. **Copyright laws need to be respected.** If another individual's work is included in a presentation, written permission must be given to reproduce the material.

Upon completion, presenters are asked to remain at the podium, so as to be available to answer questions during the discussion period.

The Graphics you project on the screen to support the spoken word should help clarify ideas, emphasize key points, show relationships and provide the visual information your audience needs to understand your message.

Here are a few suggestions:

- ◆ Keep visuals CLEAR and SIMPLE! Abbreviate your message (no show & tell)
- ◆ Simple graphs, charts and diagrams are much more meaningful to an audience than complex, cluttered ones.
- ◆ Avoid the overkill of too many meaningless colors, patterns or graphics in one frame.
- ◆ Use a minimum of words for text and title frames. Five to eight lines per frame and five to seven words per line is the maximum - less is better.

- ◆ Upper and lower case lettering is more legible than all capital letters.
- ◆ Vary the size of lettering to emphasize mainheads and subheads -- but avoid using more than three type sizes per frame.
- ◆ Sans serif type (type without the "feet") projects better and is easier to read. (example: Helvetica, Arial, Geneva, etc.)
- ◆ Try to maintain the same or similar type size from frame to frame -- even if some frames have less copy - but avoid a "lonely" word on a screen.
- ◆ Try to keep all type horizontal to the page... even with charts.
- ◆ Contrasting colors work best. A good rule of thumb: use a dark background color with lighter color for text and graphics (see below).
- ◆ Highlight your main point or main head with a dominant color (example: yellow main head, white body copy - see below)
- ◆ Avoid intensely bright or saturated colors that compete with the text.
- ◆ Keep color scheme consistent throughout your presentation. Changing colors and type styles can be very confusing and distract from the message.

Some general options to consider are as follows:

COLORS:

Dark colors appear to recede or draw away from the eye - allowing the text to appear more readable. In one study, it was found that the most effective background color for projection is medium deep blue.

GRADIANT BACKGROUNDS:

A background that transitions smoothly from lighter to darker shades of the same hue can also be an effective background. Some software packages will even allow the graduation from one shade to another.

TEXTURED BACKGROUNDS:

In some cases, a textured background can be combined to create an interesting image, but remember that you want the background to be just that - a background. It shouldn't call attention to itself or cause clutter or confusion... it should enhance the foreground data.

PHOTOGRAPHIC MATERIALS:

In addition to the use of graphics, photographs can provide an excellent means for communicating - "a picture is worth . . ." Combined with simple, straightforward text, graphics such as arrows, etc., photos can offer another dimension to your presentation.

TO BRING IT DOWN TO THE BASICS...

- ◆ PLAN A TEMPLATE
- ◆ USE COLORS CONSISTENTLY
- ◆ USE LIGHT COLORED TEXT ON A DARK COLOR BACKGROUND
- ◆ USE FEWER COLORS RATHER THAN MORE - NO MORE THAN 6.

Your visual elements communicate more than the information for your presentation... they are part of your style, your flair and should personify part of your personality. Make them clear, make them readable and make them interesting. It will pay off in the long run and insure that each presentation you make is your best.