

SEA-PAC 2020 Presenter Guidelines

The information below is intended to help you succeed presenting information to those who came to learn from you. We greatly appreciate your time and expertise, and your willingness to share. The items are not in any particular order, and we welcome suggestions to improve the list.

Most presentation periods are 50-minutes long. In rare instances we can schedule a double period if the presentation warrants such length.

Before your presentation

- Arrive at your assigned room about ten (10) minutes before your presentation. Unless your presentation is first for the day or after the drawing, there will be a presentation underway.
- Set up your computer if you plan to use one and make sure things work. If you need help, please ask one of the Seminar team.
- We may (or may not) have a computer we can loan you. If you potentially need to borrow a computer, we need to know BEFORE the convention so we can make appropriate arrangements.
- If you are willing to share your presentation with others via the SEA-PAC web site, please send a copy to seminars@seapac.org. We hope to post most soon after the convention as PDF documents. We can also post supplemental information.
- We give one SEA-PAC pin to each presenter as a small measure of thanks. One of the Seminar team should greet you, but if we are busy elsewhere, please make sure you find one of us for your pin and our personal thanks.

During your presentation

- Please start on time!
- Speak clearly and loud enough that someone sitting on the floor in the back of the room can hear you (some seminars will have many sitting on the floor).
- Let your audience know early how you plan to handle questions. Some presenters like to take them as they come (my personal preference most of the time), some prefer to hold questions to the end. Either approach is fine, but let your audience know which you plan to follow.
- Keep political remarks, off-color jokes, profanity, and the like out of your presentation.
- If you use PowerPoint or a PDF slide deck, practice with your presentation before you appear “on stage” so you are not surprised about what comes next.
- You should almost **NEVER** read from the screen. Your audience can read the text much faster than you can read it aloud. Your role is to ADD VALUE to the text. Those who attend will certainly gain more knowledge than later readers of your presentation since you added information and context during the presentation.
- Tiny text on the screen will likely be illegible past the first row of attendees. Keep the amount of text on any one slide down to the minimum, and amplify what is on the screen. One rule of thumb is about one minute per slide, although your method may vary. Avoid yellow text; it

tends to become invisible past the second row. Some other colors simply wash out past about ten feet from the screen.

After your presentation

- End on time! If your presentation is just before the Saturday afternoon drawing or the last on either day, you can go a few minutes longer with prior agreement from the seminar team.
- Take all your gear with you since our “lost” section may be rather constrained this year, and the “finding” part may prove difficult.

Thank you again for your willingness to share your knowledge and experience!