

NWOUG Conference Presenter Info

Frequent Q & A

If you are a first-time presenter (or even if this is your first-time speaking at an NWOUG event) and you need advice or assistance with anything, we are here to help.

Below are some frequently asked questions by first-time speakers:

How many slides should my presentation include?

The generally accepted guideline is 1.5 to 2 minutes per slide. Don't forget to allow time for a question and answer period. Your style may be slightly different so the best guideline is to practice your presentation in front of a live audience and time your presentation.

Any tips for a successful presentation?

- It is better not to read slides verbatim. Expand on the material.
- Always repeat any questions. Those in the back probably did not hear it.
- Watch your time. Set yourself 10 minute goals so you don't end up with 10 slides to cover in 3 minutes.
- Speak slowly and enunciate carefully.
- Be positive, be enthusiastic, relax and have fun.

Will I receive any feedback on my presentation?

All attendees in your session will be asked to complete an evaluation form. Remind them to complete the form at the end of your presentation. You will be sent the results post-conference.

In addition, NWOUG Board members will try to attend as many sessions as possible. If they attend your session, they will meet with you immediately after and critique your session.

Who can I contact if I have additional questions or concerns?

If you are a first-time speaker, please feel free to contact us at papers@nwoug.org at any time with any questions. The objective is to help make this a successful experience for you in every way.

Presentation General Suggestions

- Use text sparingly: Keep your points in a short, concise, outline form. This will inform the audience about the topic and will also help you remember your key points for discussion. There is no real need to write in full sentences, as this will unnecessarily clutter your slides. Use actions keywords to point out the important topics of your discussion.
- Wording should be clear and legible: Make sure your font selections can be read by all participants in your session. Text should be large enough to be legible from all areas of the room. Slides should have not more than five bullets and each bullet should be no longer than two lines.
- Slide titles: Keep your slide titles to one or two lines.
- Number of slides: A typical rule-of-thumb is to have one slide for each 1.5 to 2 minutes of the speaker portion of your presentation (not including the Q&A time). Stick to one topic per slide. You can have multiple slides per topic. In this case, the same title should be used on the each slide, with the word 'cont'd' at the end of the title in all instances after the first use.

- Visually appealing: Use other sources of information besides text in your presentation. Pictures and visual effects can add to the attractiveness of a presentation if used correctly. However, be careful that those tools don't override the information you are trying to convey.
- Colors: Do not use more than four colors in your presentation. Avoid red letters, which are difficult for some people to read. The best readability comes with high contrast of intensity rather than by clashes of color.
- Alignment: All type is upper and lower case, flush left, ragged right.
- Consistent throughout presentation: Be consistent in presenting information in an organized, logical manner.
- Spell check!

Preparing For Your Presentation

- Prepare for your session in the same manner as you will deliver it.
- Time your presentation and know how much time you will spend on key slides.
- Arrive 30-minutes before your session to allow time for set-up and last-minute preparations.
- Do not adjust the session room equipment or lighting.
- Please notify the room monitor if you have any issues with your room.
- Dress code is business casual.
- Remember that you are required to bring a backup copy of your presentation with you.

Presenting

- When the session begins, briefly introduce yourself and proceed with your presentation.
- Ask attendees to check into your session on the mobile app.
- Please ask that all mobile phones and pagers be turned to silent mode.
- Repeat all questions asked so that attendees can hear the question.
- Sessions will last one hour. We suggest you plan 45 minutes for your presentation and 15 minutes for question-and-answer discussion. Please make sure to end your session on time so the next speaker can begin on time.
- Encourage attendees to complete the session evaluation.
- Slides cannot be replaced or reproduced on-site from original submissions. If you have changes, please notify attendees during your session.

Session Room Set-Up

The NWOUG will provide the following in all session rooms:

- Data Projector with VGA Cord
- Screen
- Lavalier Microphone
- Podium or Table Lectern
- Wireless Internet
- Telephones will not be provided.
- Computers will not be provided. You are responsible for providing your own computer to present your slides.