

**25<sup>th</sup> Annual Conference on Distance Teaching & Learning  
August 4-7, 2009**

**Presentation Basics**



**1. Concentrate on the content of your proposal and stick to your topic.**

- Topic content should be the major part of your session with limited time spent on describing your distance learning set-up, history, etc.
- Please do not read your paper as your presentation. Attendees receive a copy of your paper in the electronic Conference Proceedings.

**2. Provide practical information.**

- Your audience wants practical information such as best practices, guidelines, tips, techniques, or recommendations that they can take home and use in their organization.
- If your topic is a research or evaluation study, include implications for practice.

**3. Avoid jargon and acronyms that are not familiar to a general audience.**

- Explain technical or specialized terms.
- Keep in mind that your audience is from diverse backgrounds, including higher education, K-12 education, business & industry, military, government, and non-profit organizations.
- Your audience may also have different levels of distance education experience and knowledge.

**4. Begin and end on time.**

- You will have approximately 10-15 minutes to set up before your presentation.
- Room facilitators will remind you of your time limits.
- Allow yourself about 5-10 minutes at the end of your session for questions and answers.
- Remember that in most cases a presentation follows yours, so please gather your materials quickly to allow for the next presenter to set up.

**5. Make sure your visuals are large, simple, neat, and relevant.**

- Keep in mind that your visual aids should be legible to your audience (for Information Sessions and Workshops: 50-100 people seated 30-50 feet away from an 8' screen; for Course Design Showcases and e-Poster sessions: a group of 5-10 people standing near computer station; Roundtables: n/a).
- Be careful what background and font colors you use for your visual aids. A light, neutral background with dark type works best. Avoid red and purple fonts.
- We discourage using all CAPS or *Italics*.
- **Simplicity is key!**

**7. Know your laptop.**

- Presenters are required to bring their own laptops, if needed, for their presentations (with the exception of roundtable discussions which are considered "unplugged").
- Equipment/software problems will distract the audience from your message, so we suggest testing your visuals and laptop ahead of time. You may want to bring a back-up of your visuals on a disk.
- Please remember your power cord....do NOT rely on batteries.
- Technicians will be available to troubleshoot problems.

**8. Be prepared.**

- Organize your visuals in advance, know what you are going to cover, and practice your timing.
- The audience expects presenters to be well prepared and organized.