



March 2-6, 2020

Tampa Convention Center

Tampa, FL USA

Deadlines

**Faculty PowerPoint slides and Preconference
Handouts: January 17, 2020**

Power Point slides are required for each presentation. Panelists are not required to provide Power Point slides but may do so if they prefer.

Presentations will be made available as part of the conference proceedings beginning the pre-conference course day, March 2, 2020. Attendees of the conference will be given a password to access the presentations from our website.

Presentation Guidelines (FOR ALL SESSIONS/WORKSHOPS)

- Please keep introductions short.
- Faculty should use the EMS Today 2020 Power Point slide template for their opening and closing slides. The slide can be found on the Speaker Toolkit page at <http://www.emstoday.com/conference/faculty/toolkit.html>
- Your opening slide should contain:
 - Title of presentation as listed in the program
 - Name(s) of presenter(s)
 - Date of presentation
- Closing slide should contain:
 - Name(s) of presenter(s)
 - Email address(es) and/or phone number(s) of presenter(s)
- Be sure your presentation covers the title/topic of the presentation.
- Keep font size to a minimum of 24 point. Beware of using elaborate fonts since they may not be available on computers used at the conference. We recommend universal fonts such as Arial or Times New Roman which are clear and easy to read as well.
- Beware not to place too much information on one slide. We recommend keeping verbiage to less than 6 lines per slide. Use the slides as a guideline, not



to tell the whole story! Include visuals in your slides.

- Be sure to leave time for attendees to ask questions.
- Keep track of your presentation time because each session has a strict time limit. Structure your presentation to present the main points and allow adequate time for Q&A.
- Presenters should disclose Commercial Support or Conflict of Interest information at the beginning of their presentation, even when there is nothing to disclose.
- When using patient data and health information (including photos), all presenters must be compliant with informed consent and all applicable HIPAA regulations.
- Company and agency logos/references should only appear on the intro slide and conclusion slide - we've had complaints that some presentations were advertisements. Please don't do this, it turns off the audience!

Effective Presentations and Presentation Style Tips

- Talk with your audience, don't read your slides.
- People learn in a variety of ways, so explore ways to deliver your content: visual, auditory, physical (hands-on). Use video or audio clips.
- Encourage interaction: ask questions, poll the audience, use smartphone text polling.
- When advancing to your next slide, give the audience a couple of seconds to become familiar with the new information.
- Rehearse your presentation before your session! Time it to make sure you are within your session timeframe.

Did you give enough time for Q&A? To help yourself with timing, you may want to use timed transitions for your presentation. The slides will automatically advance, thus keeping you on track.



- Don't memorize each slide but be able to present without reading the slides.
- Keep slides simple - use bulleted lists, not paragraphs
- Check the spelling and grammar!
- Minimize special effects (sounds, transitions, etc.) so they don't become a distraction.
- Graphs and charts need to be simple, so the audience can quickly understand them
 - Use colored arrows or circles to direct attention to specific areas of the chart or graph.
 - If you import a spreadsheet, make sure the fonts are legible when scaled for the size of the slide.
 - If the chart or graph is complicated, make sure you talk about the details (rather than assume they can read and understand them)

AV Equipment Provided

The audio-visual equipment available inside the room includes:

- Desktop computer
- LCD projector
- DI Box for audio
- Screen
- Podium microphone
- Table microphone - for panels
- Laser pointer

Presentation Technical Recommendations

- Save your presentation and video/audio/images to a USB flash drive, just in case your laptop fails
- Save any video/audio/image files in the same folder as your presentation.
- Images - .jpg and .gif are the best formats
- Video - MPG, WMV and AVI are the best formats. Convert QuickTime files to one of



these formats.

- Do not embed URLs - Internet access may not be available in the session rooms.
- If you are using PowerPoint: Photos can make the file size of your presentation extremely large. To make your file size smaller and allow the presentation to load and run faster.

Please note: Session rooms may not have Internet access. Please plan accordingly