



Preparing and Delivering Successful Presentations

After years of reading attendee evaluations, we've learned the reasons why one presentation can be a hit while another will fizzle. Read on for tips to receive rave reviews.

General Information

- Know your audience and make sure to present the material as described in the marketing materials.
- CAHHS will review speaker presentations for content.
- CAHHS will also proofread your presentation; other than to correct for spelling, grammar or style inconsistencies, and to define acronyms; we will not change the content of your presentation without your approval.
- You may use the CAHHS PowerPoint template to compose your presentation.
- Your presentation will be pre-loaded and tested on the laptop.
- Presentations along with additional handouts provided by the speakers will be available to attendees after the conference.
- If your files are too large to email, please upload to our [Dropbox site](#).

Preparing your PowerPoint

Number of slides

- Prepare one slide for every one to two minutes of your presentation.

Readability

- Limit the amount of text on a slide to key points, not complete sentences.
- Make text large enough to be readable (break slides with a large amount of text into two slides).
- Charts and graphs (if any) should also be readable from a distance.
- Limit the use of color and only use color that will print properly for handouts — Do NOT use yellow.

Acronyms

- Define all acronyms upon first usage. Do not assume the attendees know what the acronym means — this can cause confusion and diminish learning.

Art and Animation

- Keep animation and images/art to a minimum; a certain amount of art adds interest, but too much is distracting.
- The use of inappropriate graphics, clip art or comics is not permitted — CAHHS reserves the right to edit artwork deemed inappropriate.
- Do not include photos and material that are copyright protected.

PowerPoint Delivery Tips

- Avoid legalese or technical jargon — the audience came to learn and can get confused by too many acronyms or legal theory/analysis.
- Deliver presentation to the audience — don't read the slides.
- Engage the audience — ask questions or share an occasional story to illustrate a slide's point.
- Repeat audience questions before answering.
- Stay on time — practice your presentation in advance to check your timing.
- If you find that you are running behind, avoid making statements like "I was going to cover this, but I don't have time." Such statements only leave audiences feeling they missed something.
- Hold questions to the end of the session or at designated breaks.
- Relax and have fun!