

SPEAKER GUIDELINES

Six tips to help us fully enjoy your presentation — and one command.

1. Prepare only 3.5 hours of presenting unless you plan not to allow *any* questions. **Why?**
 - We have four hours to finish checking in (not all arrive early), settle everyone down, introduce you, take a mid-Forum break of about 10 minutes, ask questions, and complete the evaluation forms required for CEU credit.
2. Make sure all slides pass the ‘back of the room test.’ **Why?**
 - If the person in the way-back can’t read it, either your font is too small, the slide contains too much material, or the contrast is insufficient. Regardless of the case, this will detract from your positive impact.
3. Provide a handout that organizes your presentation for your audience. This can range from a print-out of all slides to those only of your objectives and key concepts, or an itemized agenda of the talk, or some other tangible means of letting the audience know where you are and help them anchor their notes to your presentation. **Why?**
 - Failure to provide handouts is the most common complaint we get. Promising to send the pdf after the presentation doesn’t help during the talk. (And, yes, we hate the tree-killing paper waste too so feel free to provide only key slides or agenda/summary!)
4. Repeat audience questions before you respond. **Why?**
 - It is often difficult to hear the questioner when s/he faces you and we are behind him/her.
5. Speak up! **Why?** Sometimes it is difficult to hear from the back of the room so please speak loud enough for all participants to hear you.
6. Relax and enjoy yourself! **Why?**
 - NMPA provides one of the most appreciative, friendly audiences to be found. We are grateful for your expertise and willingness to share it.

THANK YOU!

Command: Please include a slide at the beginning of your presentation disclosing any potential conflicts of interest you may have with respect to the presentation. Thank you.