The AAHFN Continuing Education Presentation Essentials

Thank you for agreeing to deliver a continuing education presentation! AAHFN has compiled a few tips to aid you in the development and delivery of your presentation.

When creating your presentation:
- **Do include:**
  - The presentation title
  - Name(s) and credentials of speaker(s)
  - ANCC conflict of interest disclosure slide
  - References
- **Do NOT include:**
  - Any industry logos, trademarks, or other information that promotes or shows the influence of a commercial interest organization.

General presentation tips:
- **Don’t overload your slides with text.**
  - When it comes to text, less is more. The audience will get distracted reading text-heavy slides instead of listening to you. Rely instead on charts, graphs, images, and video.
  - Keep bulleted lists to a minimum.
  - Look for visual ways to illustrate ideas.
- **When using text, keep these font tips in mind:**
  - Use large font (at least 24 point).
  - Use different sized fonts for main points and secondary points.
  - Use colors well – To ensure legibility, use a white background with dark text.
  - If using colored text, do so strategically and sparingly. Ensure that colors contrast with the slide background.
- **Focus the presentation on a few (two to four) key points that you want the audience to take away and build the rest of the presentation around these ideas.**
- **Show, don’t tell.**
  - Whenever possible, cite relevant examples to help illustrate your points.
  - Make use of images, videos, tables, charts, etc. where appropriate.
  - For live presentations, engage the audience with live polling or trendy technology. Please notify staff if you decide to use polling.
  - Be sure that all the slides are consistent, from text size and font, to color schemes and headers/footers.
- **Practice makes perfect!**
- **Though you might be nervous about delivering this presentation, remember that the audience wants to hear what you have to say. Practicing the presentation will help to build your confidence.**

When delivering your presentation, remember:
- **Speak slowly and clearly.**
  - Find the right volume and tone, emphasize important words, and articulate your words and ideas clearly.
- **Don’t read your slides to the audience.**
- **Use appropriate language during your presentation.**
- **For live presentations, be sure to start on time, and leave 5 to 10 minutes for Q&A at the end of the presentation.**