



Presentation Guidelines & Tips

- (1) Slides or view graphs should not be busy, or be in small print that cannot be read from the back of the room.
- (2) Slides or view graphs are typically outlines or guides to trigger thoughts. Do not try to read each slide verbatim or expect the audience to do so either.
- (3) A technical presentation should not be a marketing presentation for your firm or activity. Do not use excessive company logos. Prefer you use the ASNE logo.
- (4) Stand tall when making the presentation. Keep your weight on both feet and do not lean on the podium for support.
- (5) Look at your audience often. Let them know you are talking to them. Do not become dependent on your notes.
- (6) Project! The audience has come to hear you. Make sure you speak clear and concise.
- (7) If you are a civilian, please try to wear a dark conservative suit. Wear something that does not detract from the audience seeing your face.
- (8) Please remember that you have 20 minutes for your presentation and 10 minutes to answer questions. When answering questions, repeat the question to make sure the entire audience understood.
- (9) Enjoy yourself. You may be very nervous, but do not let people know that. This portrays an air of confidence.
- (10) Please make sure you have signed all releases and provided your final presentation so that it can be made a part of the symposium proceedings.