

ACTFL 2024 Tips for Session Presentations

Each Session will be 45 minutes long, with 5-10 minutes for discussion and questions. Presenters should share valuable information and demonstrate skills in an engaging format that encourages audience participation. *Please conclude on time to accommodate the next presenter.*

Pre-session Preparation

- Arrive at the meeting room a few minutes early to set up. An LCD projector and screen will be provided but you must bring your own clicker and laptop with the presentation preloaded.
- If you are using an online presentation, have an offline version available in case of Wi-Fi issues.
- DO NOT ask attendees to rearrange the furniture in the room, as subsequent presenters will use the same set-up.
- Dress appropriately for your audience.
- Silence your cell phone and request the same from attendees.

Opening:

- Start on time with a brief introduction and your professional credentials or experience.
- Inform the audience if you do not want photos or videos taken.
- Remind attendees that this is a safe, professional space for learning and sharing.
- Briefly state the topic of the Session and the learning outcomes.
- Use your opening to catch the audience's interest. Practice ahead of time; don't improvise.

Slideshow:

- Please follow the Slideshow Accessibility Tips (available from the "For Presenters" webpage on actfl.org) when creating your presentation.
- Feel free to use the ACTFL 2024 PowerPoint slide template available in the Presenter Media Kit on the "For Presenters" page on actfl.org. You may also use your own template.
- Use a slideshow clicker with a laser pointer if moving around the room while presenting.
- Use visuals and bullet points in your slides to convey the message.
- Limit the number of slides in the presentation.
- Proofread all content, including visuals and numbers.
- Use a font size that is easily readable (28-34 for body; 36-44 for titles).
- Use a sans serif font such as Arial, Helvetica, Verdana or Calibri.
- Use a consistent font and colors throughout the slideshow.
- Use strong contrasts between font color and background color, such as black on off-white.
- Limit animation effects.
- Insert video and audio clips if relevant.
- Credit all sources and images used in the slides if they are not your own.

Handouts:

- Prepare a handout of your slideshow/presentation with your name and email address.
- Upload handouts in advance by Monday, November 18, 2024 to the Ready Room for availability on the mobile app and online Convention Program, promoting a "green" presentation. Alternatively, distribute handouts at the beginning of your presentation.
- Note that uploading handouts onsite may take a couple of hours to appear in the mobile app.

Speaking

- Maintain a natural, moderate rate of speech.
- Project your voice clearly and distinctly. Use the lectern microphone when not moving around the room.
- Emphasize key points and pause to allow the audience to absorb information.
- Avoid reading slides aloud; the audience can read faster than you can speak.

Presenter Skills

- Avoid turning your back on the audience or hiding behind the lectern.
- Show enthusiasm and engage with the audience through eye contact, gestures, questions, and humor.
- Stay focused despite distractions from the audience or attendees who arrive late or leave early.
- Refer to your notes only as needed to stay on track; speak naturally rather than reading.
- Don't worry about minor mistakes; everyone makes them.

Questions

- Allocate time for questions at the end of the session.
- If taking questions during the session, allow for 25% more time than your practice run.
- Use the microphone if possible when taking and answering questions.
- Always **repeat audience questions** for clarity before giving your response.
- Navigate to relevant slides when answering questions.
- Stay calm and answer questions confidently. For questions you cannot answer, offer to find the information later.
- Politely decline to answer overly personal or controversial questions.
- For very specific questions, offer to meet outside the room for a few minutes after the session to discuss.

Conclusion

- End with a prepared summary statement or question, emphasizing key takeaways.
- Remind attendees to complete the session survey in the mobile app.
- Respect the next presenter's time by **vacating the room promptly**.
- Offer your email or business card for follow-up questions or address additional queries in the hallway after the session.