



## The Expo 2010 Speaker Handout & PowerPoint Guidelines

**Handouts:** November 20, 2009 [Note required format below]

**PowerPoint:** November 20, 2009 [Template below]

Based on prior evaluations, HANDOUTS and POWERPOINT are very important to those who attend our education sessions. Presenters who provided inadequate or did not provide handouts received lower attendee evaluations than those who provided handouts and used PowerPoint. We encourage handouts in a summary or outline of your presentation.

Send your Handout and PowerPoint presentation to: [VeronicaR@ppai.org](mailto:VeronicaR@ppai.org)

### **Handouts:**

PPAI is going “paperless” – no paper handouts will be distributed in the session rooms to attendees at EXPO. (Note: Does not apply to Monday half-day workshops.) Handouts for sessions submitted by Friday, November 20, 2009 will be available for download/print online before the event.

Below is a checklist to help you as you prepare and submit your handout.

- PPAI must receive your handout in electronic format (word file).
- Handouts pages should be not more than 20 single side pages in length.
- Handouts cannot be accepted on company letterhead.
- Please utilize standard, “easy to read” fonts. (e.g., Times Roman, Arial, Courier)
- Headers and footers should contain page numbers and program title only.
- Presenter contact information is limited to the last page of handout.
- All sheets must have the following minimum margins:

Left margin 1” Right margin 1” Top margin 1” Bottom margin .5”

**PLEASE NOTE THAT PROMOTIONAL MATERIAL, PRICE AND PRODUCT LISTINGS ARE NOT ACCEPTABLE.**

### **PowerPoint Template:**

Use [Expo 2010 Power Point Template](#) to start. You may modify the Master Slide as necessary before creating your presentation. To modify the Master Slide click:

View|Master|Slide Master|. Use this Master Slide to change the Font, Color and Background for all slides. IMPORTANT: Go to View|Normal to close the Master Slide before entering information for individual slides.

### **PowerPoint Training:**

New for presenters at Expo 2010 is a recorded Web Conference “Creating Powerful Visuals” developed specifically for you in order to prepare a dynamic visual presentation.

Presented by professional trainer: Jeffrey Cufaude:  
Slide design is too often an underutilized part of facilitating learning during a presentation. Yet, creating more valuable visuals is more a matter of time and effort than innate design skills. We will examine some of the fundamentals of good slide design and review a number of before and after case studies to help illustrate how easily you can punch up your presentation.

Click Here to access this complementary program.

[V – the link is <http://ppai.acrobat.com/e92928602/event/registration.html>]

### **General PowerPoint Tips**

The graphics you project on the screen to support what you say should help clarify ideas, emphasize key points, show relationships, and provide the visual information your audience needs to understand your message.

Your goal is to design a presentation that delivers your message clearly, efficiently and in an interesting manner. How you design your presentation will reflect your speaking style and your personality. Your efforts will pay off in the long run and ensure that each presentation will communicate the importance of the content and the passion you have talking about it to your class.