



GUIDELINES FOR PRESENTATIONS

ECCSSA would like to share a few recommendations and guidelines regarding your presentation. Please understand that our goal is to keep your presentation attractive and keep the audience engaged.

1. You are strongly encouraged to **not read directly from your paper** or any written material. In order to keep the discussion lively and interesting for the audience it is best to maintain the presentation in a conversational tone. We do understand that you may have some written information on index cards or paper you may want to refer to in order to maintain the flow of the presentation.
2. We recommend that you have some form of **visual like** PowerPoint slides to accompany your oral presentation. This will keep your presentation interesting, the audience on track and help them retain important information. Further, the PowerPoint empowers you and provides you with some talking points to keep the presentation flowing.
3. We recommend you to lay down an outline or concept map of your presentation. This will enable the audience to see how your presentation will progress.
4. You are encouraged to disseminate **interactive materials and handouts, including abstracts of your paper or the PowerPoint version as a handout** to keep the audience engaged and for purposes of taking notes. You may also consider bringing extra copies of your entire paper or presentation for dissemination.
5. Please maintain **eye contact** with the audience in order to connect with them and use **voice projection to keep their attention** and convey the importance of your ideas. Remember to be somewhat more animated in your oral presentation than you would normally be in regular speaking.
6. Finally, please plan your slides and structure of your presentation carefully so that you can adhere to the **time limit** provided to you for your presentation.

ECCSSA Board of Trustees and Conference Planning Committee