

Confab Presentation Guidelines

Check List for Presentations and Handouts

Item	Presentation Characteristic	
1	Is this presentation readable to the audience when projected onto a screen?	
	A. Do the colors of the background and text work well?	
	B. Is there enough white or background color space to allow the text on the screen to be read by the audience? (4-5 brief bullets per page is recommended.)	
	C. Is the text size at least 30 pt to ensure it is seen clearly and read easily from the back of the room?	
	D. Does the contrast between the text and the background lend itself to black and white printing? (Avoid a color background for printable materials when submitting them for downloading/printing.)	
2	Is the presentation too long or too short for the time of the session? (Allow at least 2 minutes per slide)?	
3	Is there a clearly stated agenda for the presentation?	
4	Is there a clearly stated objective for the presentation on a slide or well described at the beginning of the session.	
5	Did I include all my contact information on the last page of the presentation?	
6	Are any tables presented simple and easy to understand?	
7	Are graphics effective, clear, attractive, and easy to understand?	
8	Does the presentation description on the Confab website accurately describe what you will be presenting during your session? (Please re-read the description you submitted currently on the Confabusa.org website under programs. <i>Attendees do NOT like to be surprised with an unexpected presentation.</i>)	
9	Are sources of information identified and is credit given to sources?	
10	Did the message get across during the presentation? Was there a clear take away message/call to action?	
11	Is there a successful close to the presentation?	
12	Is there too much sales messaging in the presentation? Mention your product/service is fine, but don't "sell"!	
13	Is there enough time for audience interaction, introduction, and closing? Consultants learn best with interactive examples, working sessions and applied learning.	
14	Do the worksheets/handouts for the session support the presentation? (We do not print out the presentation itself.)	
15	<u>Deadline for presentation materials and handouts is 9/15/2011!</u> Did you submit all the materials in the format required on time to csevy@cypressridgesolutions.com	