ASNT Conference Presentation Tips

Tips to be Covered

- Outline
- Slide Structure
- Fonts
- Color
- Background
- Spelling and Grammar
- Presenting
- Conclusions
- Questions

Outline

- Make your 1st or 2nd slide an outline of your presentation
  - Ex: previous slide
- Follow the order of your outline for the rest of the presentation
- Only place main points on the outline slide
  - Ex: Use the titles of each slide as main points

Slide Structure

- Use 1-2 slides per minute of your presentation

- Write in point form, not complete sentences

- Include 4-5 points per slide

- Avoid wordiness: use keywords and phrases only

Slide Structure

- Don't use distracting animation

- Be consistent with the animation used

- Use figures, graphs and illustrations to enhance your presentation

Fonts

- Use at least an 18-point font
- Use different size fonts for main points and secondary points
- Use a standard font such as Times New Roman or Arial
- Slides, captions and figures should be readable from the back of a large room

Color

- Use a font color that contrasts sharply with the background

- Use color to reinforce the logic of your slides
  ◦ Ex: light blue title and dark blue text

- Use color to emphasize a point

Background

- Use backgrounds that are simple

- Use backgrounds that are light

- Use the same background consistently throughout your presentation

Spelling and Grammar

- Proof your slides for:
  - spelling mistakes
  - the use of repeated words
  - grammatical errors

- Have someone else review your presentation

Presentation Tips

- Practice Good Time Management
  - Use the allotted time – 30 minutes including time for Q&A

  - Rehearse your presentation

  - Don't speak so fast that the presentation ends 15 minutes early

Presentation Tips

- Do make your presentation interesting and relevant

- Do keep information accessible and relevant to a broad audience

- Don't spend too much time on complicated formulas and equations

Presentation Tips

- Keep in mind ASNT's Commercialism Policy:
  - No excessive use of trade names, company identifications or product names in oral and visual presentations

Conclusion

- Use an effective and strong closing
  - Your audience is likely to remember your last words

- Use a conclusion slide to:
  - Summarize the main points of your presentation
  - Suggest future avenues of research

Questions??

- End your presentation with a simple question slide to:
  - Invite the audience to ask questions
  - Provide a visual aid during question period
  - Avoid ending a presentation abruptly