

## **SEA-PAC Presenter Guidelines**

The information below is intended to help you succeed in presenting information to those who came to learn from you. We appreciate your time and expertise, and your willingness to share. We welcome suggestions to improve the list.

Most presentation periods are 50 minutes long. In rare instances we can schedule a double period if the presentation warrants such length.

### **Preparing your Presentation**

- You are welcome to use the PowerPoint template that should be available on the Presenter Portal (bottom left of the seapac.org website).
- Tiny text on the screen will likely be illegible past the first row of attendees. Stand back a few feet from your screen to get a feel for readability. Keep the amount of text on any one slide down to the minimum. Fifty (50) words per screen is a reasonable target; more becomes clutter. If you need more text, add more slides.
- Avoid yellow text; it tends to become invisible past the second row. Some other colors simply wash out beyond about ten feet from the screen.
- Plan for about a minute per slide, and text on the screen should match. Longer or shorter is OK as appropriate.
- Please do not include any material that may prove offensive to one or more audience members. Such material could include off-color or offensive jokes, political material, or any material demeaning to others. Radio amateurs come from many backgrounds. We share a common interest in radio communications, but not political persuasion, religious affiliation, etc. Please honor that principle.

### **Before your Presentation**

- Arrive at your assigned room about ten (10) minutes before your presentation. Unless your presentation is first for the day or after the drawing, there will be a presentation underway that should end 10 minutes before the hour.
- Set up your computer if you plan to use one and make sure things work. If you need help, please ask one of the Seminar team.
- We may (or may not) have a computer we can loan you. If you potentially need to borrow a computer, we need to know BEFORE the convention (which starts on Friday) so we can make appropriate arrangements.
- If you are willing to share your presentation with others via the SEA-PAC web site, please send a copy to [seminars@seapac.org](mailto:seminars@seapac.org), or catch one of us so we can copy the

file. We hope to post most soon after the convention as PDF documents. We can also post supplemental information. You retain the copyright.

- We give one SEA-PAC pin to each presenter as a small measure of thanks. One of the Seminar team should greet you, but if we are busy elsewhere, please make sure you find one of us for your pin and our personal thanks.

### **During your presentation**

- Please start on time! You may run out of time and your audience could be short-changed. If you need help with keeping time, recruit someone from the audience.
- Speak clearly and loud enough that someone sitting on the floor in the back of the room can hear you (some seminars will have many sitting on the floor). Each room has a podium and microphone to amplify your voice.
- Let your audience know early how you plan to handle questions. Some presenters like to take questions as they come (my personal preference), while other presenters prefer to hold questions to the end. Either approach is fine, but let your audience know which you plan to follow.
- Keep political remarks, off-color jokes, religious statements, profanity, and the like out of your presentation. Also see the last note in the preceding section.
- If you use PowerPoint or a PDF slide deck, practice with your presentation before you appear “on stage” so you are not surprised about what comes next.
- You should almost **NEVER** read from the screen. Your audience can read the text much faster than you can read it aloud. Your role is to ADD VALUE to the text, not read the text. Those who attend will certainly gain more knowledge than later readers of your presentation since you added information and context during the presentation.
- Amplify what is on the screen. One rule of thumb is about one minute per slide, although your method may vary.

### **After your presentation**

- End on time! If your presentation is just before the Saturday afternoon drawing (the 1 PM period) or the last period on either day, you can continue a few minutes longer with prior agreement from the seminar team.
- Take all your gear with you since our “lost” section may be constrained this year, and the “finding” part may prove difficult.

Thank you again for your willingness to share your knowledge and experience!