PowerPoint Presentation Ready Guidelines

Thank you for agreeing to speak at the upcoming AMTA/AWWA Membrane Technology Conference and Expo. Effective communication fundamentally affects the quality of the program, and a well-prepared presentation is the first step in reaching this goal.

Your Moderator will spend approximately one minute on your introduction, allowing approximately 24 minutes for your presentation and five minutes for questions and answers. Concise, uncluttered slides make the best presentations, and you should consider how much information is provided on each slide.

After you have assembled your initial presentation, consider practicing in front of a mirror to observe your body language and facial expressions, paying attention to how the presentation flows and sounds as you practice your delivery.

General Information:
1. All presenters are required to submit their final presentation in a PPT file by the deadline, so they can be published as a PDF in the proceedings. If your PowerPoint is not received by the deadline you can be pulled from the program.
2. Presentations at the Conference are intended to be learning experiences and non-commercial in nature.
3. Learn the rule of the 5 Ps: Proper Preparation Prevents Poor Performance! Please practice your talk so that it flows smoothly within the time frame allotted.
4. Have as many slides as you need but try to avoid the need to skip slides because time is running out. A good rule of thumb is: One slide per minute of presentation time (24 slides for 24 minutes).
5. Please remove unnecessary slides and tailor your presentation to the audience, which in this case is membrane technologists and water industry experts.
6. Check your spelling. Do not give the audience a chance to lose focus with misspelled words.
7. Use expressive language, pictures and photographs to illustrate points; try not to speak in a monotone manner.

Formatting:
1. Limit lines on a slide with a maximum of 12 lines or less is preferred.
   - Remember the 5-5-5 rule:
     A. 5 words per line
     B. 5 lines of text per slide
     C. 5 text slides in a row
2. Please use fonts 24 points or larger.
3. Title of slide should be a minimum font size of 40.
4. Use subscripts appropriately: H₂O should be H₂O; use superscripts appropriately Ca²⁺ should be Ca²⁺.
5. Presenters may choose to include their logo or organization name in the bottom left-hand corner of the first and last slide only. Logos are to be a maximum size 2” by .75”. 

Charts/Tables/Figures:

1. Avoid detailed tables. Instead, highlight the items you wish to discuss.
2. On charts, use different colors to identify various lines and have the order in the legend match the order on the chart.
4. Minimum font size of 23 for figures within tables.

Thank you for your time and remember to have fun with your presentation. The audience wants you to do well and to learn the information you're trying to share.

Please contact your Moderator if you have any additional questions. Please submit your original PPT or PPTX format by e-mail to AWWA: educationservices@awwa.org