

## Presentation Guidelines

While slides are optional, we encourage you to create a deck to guide your presentation. These should be created in a 16:9 PPT and are **due to the MAU Content team by May 9.** Instructions for how to submit your slides can be found in the Speaker Portal.

### Developing Your Content:

- **Set the Tone:** Develop a thorough but understandable session abstract that accurately depicts what your session will cover, who the best audience member is to attend, and what they will walk away learning.
- **Clear Structure:** Structure your presentation with a clear beginning, middle, and end. Make sure there are 3-5 actionable takeaways or practical advice that attendees can apply to their work.
- **Audience Engagement:** Make your presentation interactive by asking questions, including polls or surveys, and encouraging audience participation.
- **Time Limit:** Ensure your talk fits within the allotted time. Practice your presentation several times to ensure you stay within the time limit. A countdown clock will be available for you on stage to ensure you stay on pace. We encourage you to present to your team members or an MAU Vegas team member for feedback in advance.

### Slide Design:

- **Minimal Text:** Limit the amount of text on each slide. This helps keep the audience focused on what you are saying rather than reading the slides.
- **Data:** Do you have supporting data or examples for your topic? Yes, share those numbers, facts, or a QR code that gives attendees facts and information to learn from.
- **Visuals:** Include high-quality graphics, charts, etc. to guide your presentation but remember to keep it simple. Do not overcrowd your slides.
- **Fonts and Colors:** Make sure your presentation is easy to view from a distance. Choose your color scheme wisely and use easy to read fonts and graphics so that those seated in the back of the room can easily see.
- **Contact Information:** Include a contact slide at the end of your presentation for attendees to keep in touch. QR codes work best so that attendees can use their phones to immediately access your social media, website, blog, or any other platform you'd like to share.

### Presentation Delivery:

- **Pace Yourself:** Speak slowly and clearly to allow time for the audience to absorb your message.
- **Don't Read Off Your Slides:** Your slides should be a guide for your presentation. You can reference short notes in the confidence monitor if you need to.
- **Face the Audience:** Don't turn your back on the audience to view your slides. Instead, maintain eye contact, scan the room as you talk, stand confidently, and use hand gestures to emphasize your points.
- **Smile:** It's MAU Vegas, and you should have fun with it. Be passionate, be positive, be confident, and own the stage. And your session is likely being recorded, so don't forget to smile 😊