Tips for Speakers

■ DATES TO REMEMBER

1-2 Weeks After Abstract is Accepted
Speaker’s Permission and Release submitted to CS Week Conference office.

January 3, 2020
Rough Outline of presentation submitted to PC & CS Week Conference office

March 2, 2020
PowerPoint DRAFT presentation submitted to PC & CS Week Conference office.

March 23, 2020
PowerPoint FINAL presentation submitted to PC & CS Week Conference office.

May 20-22, 2020
See you in Fort Worth, Texas

■ PREPARATION

The blend of the audience should be taken into consideration when building any level of technical detail into your presentation and the content must reflect and support the topic description. Please remember that the primary purpose of the CS Week Conference is to provide informative & educational presentations that are unbiased and non-commercial. Workshops are not a forum for selling a product or service. Please watch this video: https://www.youtube.com/watch?v=OYtdXzPRO5M&feature=youtu.be

■ YOUR PRESENTATION

♦ Workshop attendance usually ranges from 50 to 150 so visuals need to be easily seen from the back of the room.
♦ Please use nothing smaller than a 24 point font. Verify that the fonts and colors work well together and that the background and the letters are complimentary. Yellow on blue or white on blue are good examples of easy-to-see color combinations.
♦ We recommend using 6 lines or less per slide – they are key points – not the whole story.

A Planning Committee member will be available in your workshop to greet you, answer any questions you may have, and make your introduction. Your presentation should be educational and not a promotion. The audience is very interested in your information and perspectives please don’t disappoint them by pitching your product or promoting your company. Know and engage your audience. Try opening with a question to find out the background knowledge of the attendees in the room. You can gauge from their response how much background information to provide.

• Each workshop speaker has been allotted one or one and one/half hours.
• Panelists and co-presenters need to coordinate the timing of their presentations with the Workshop Manager or Conference Planning Committee member. Time allotments should be listed on the Outline Presentation Form.
• Plan five minutes for brief history of your utility (Bio will be read during your introduction)
• Plan on allowing approximately ten to fifteen minutes at the end of your presentation for questions. Inform the audience that time will be allotted at the end of your presentation for
any questions they may have. **Repeat each question** before answering it (to insure audience heard).

- **Time your presentation** prior to submitting ‘Final’, and, if necessary, narrow your topic to cover a more specific area. Don’t try to cover too much ground. Test your presentation on a co-worker(s) first. Practice, practice, practice.

- **Know your presentation.** Use the laptop instead of looking back at screen (so the audience is not looking at your back). Focus on the key objectives.

- **Explain all acronyms.** Some members of the audience could be new to their position and may have never heard of them.

- Information presented on slides should be in outline format. Bar graphs, pie charts, spreadsheets and photographs all provide strong visual enhancement. Cover the additional details in your speech. **Be certain all visuals and colors are large enough and easily seen from a distance. 24 point font or larger.**

**EQUIPMENT**
The following equipment will be provided in each workshop:

- Laptop Computer. Pre-loaded with your presentation, tested and ready for use. All you need do is click on the desktop icon associated with your name. Our Audio/Visual team will be in the area and can provide assistance if needed.
- Sound equipment including a podium and lavaliere microphone.
- LCD (datashow) projector with large screen.
- **NOTE:** Internet access will not be available. If you will be utilizing audio, video files, etc. please send
- A Speaker Ready Room will be available on-site (Tue - Thur) to allow speakers to try out the equipment. Your presentation will be on the laptop for practice and to make sure the presentation is your **final version** (as some will have sent several updates).

**PRESENTATION SUBMISSION**
Please submit to Danise Mullendore at: CS Week: dmulendore@csweek.org

Your first draft presentation must be sent **NO LATER THAN March 2, 2020.**

Presenters should use the CS Week PowerPoint slide template for their opening and closing slides.
- **Opening Slide** should contain: Title of presentation and names of presenters
- **Closing Slide** should contain: Names of presenters and contact information if you wish
- Utility logos may be used on each slide, however, vendor logos must be limited to open and closing slides ONLY.

Your draft will be made available to your assigned Planning Committee Member for review and suggestions. If revisions are needed, a FINAL copy of your presentation should be submitted in PowerPoint format (using the PowerPoint template provided) to the CS Week office NO LATER THAN March 23, 2020.

**PRIOR TO AND AFTER CONFERENCE ACCESS TO PRESENTATIONS**
Shortly after conference, CS Week will post a PDF of your PowerPoint on our secure web link for attendees to access.