

**Oral Presentation Guidelines**

* Presenters are required to submit an electronic draft of their presentation at least one week prior to their session. If you’re not using a PowerPoint type of presentation, a written outline will be acceptable.
* Presentations will be given using computers provided by the conference. These will be Windows operating systems so the presentations will need to be compatible with this software.
* Presentations are limited to 80% of the scheduled session time. Plan to leave 20% of your time for questions and discussion.
* Plan to arrive a few minutes before your session to introduce yourself to the moderator and discuss any needs you may have. If you have any special presentation needs other than a laptop and projector, please contact the IIPS President at least a week in advance to make sure you needs can be met.
* Please bring any handouts you may have to the presentation and give them to the moderator for distribution.
* Use San Serif or Arial font for presentations. Use decorative fonts for headers only and only if they are easy to read.
* If you know you’ll need to connect to a remote website for you presentation, please request a wired connection (if available).
* Use dark text on a light background. If a dark background is used, use a light text and increase the font size.
* Align text left or right. Centered text is difficult to read.
* Be sure you follow ADA guidelines (https://www.ada.gov/). Do not rely solely on color to convey content.
* Use 18 point font size or larger for ease of reading.
* Limit bullets to five per page.
* Please use the IIPS PowerPoint template as a guide for your presentation. It may be found on the IIPS Website at the following link: <http://www.nciips.org/>