Presentation Guidelines

Thank you for presenting for FFEA's Annual Conference, August 20-22, 2024 at the Renaissance SeaWorld Resort in Orlando, FL. The guidelines below provide useful tools for developing your presentation.

Timeline

June 14, 2024	Submit questions for attendee survey (optional)
June 30, 2024	Speaker Registration Completed
July 26, 2024	Submission of draft presentation slides
August 10, 2024	Submission of Final Slides
August 20-22, 2024	Live Presentation during FFEA Convention

Session Room Setup & Types

Sessions for this conference will be held in a variety of formats listed below. Please reference your agreement letter so that you know which room type you will be presenting in and can plan appropriately.

Breakout Sessions – rooms will be set classroom style with social distancing protocols in place. The front of the room will have a screen, projector, laptop preloaded with your presentation and a podium. The laptop will be connected to a small speaker for any audio within your presentation. The laptop will be connected to Wi-Fi. If you prefer to use your own laptop, please be sure to bring all appropriate adaptors and cabling. Sessions last 75 minutes total including Q&A.

Learning Roundtables – rooms will have conference style tables set with seating for up to 15 including social distancing protocols. There is no Audio Visual available for these presentations as they are designed to be smaller group discussions. Wi-Fi will be available if you have an iPad or Laptop and need to show an example or share a screen briefly. There will be 10-15 presentations during each time slot for attendees to choose from. Each presentation lasts 20 minutes including Q&A / discussion. Upon conclusion of the presentations, attendees will select another table / topic, and speakers will repeat two additional times with a new audience, immediately following their first presentations.

Microsessions – room will be set with theatre style seating that meets social distancing Front of the room will have a screen, projector, laptop preloaded with your presentation and a podium. The laptop will be connected to Wi-Fi. Each microsession is timed. Presenters are limited to 3 slides, 3 minutes per slide. These sessions are designed to share best practices, industry trends, terminology or overview. After your 9 minutes, we will allow an additional 5 minutes for Q&A. There will be 3 total microsessions presented in each of the available timeslots. You will only give your presentation once.

Handouts

Handouts (session PPTs turned into PDFs) are available on the FFEA online conference platform and via QR codes located on session room signed. They will not be printed.

PowerPoint Requirements
- Speakers must use the FFEA PPT Presentation template provided to them.
- Templates are setup in 16:9 ratio. Please do not alter this ratio.
- If more than one speaker, have all presentations combined into one master presentation.

Required Slides
- **Slide #1 – Title Slide**: This slide should include your session title, date, speaker name(s), total, organization and your organization logo (if desired). The FFEA Disclaimer statement located at the bottom of the slide must not be removed.
- **Slide #2 – Speaker Intro:** Include your photo(s), name, title and organization, as well as any introduction pieces you would like to include about yourself.
- **Slide #3 – Learning Objectives:** Please state 1-3 learning objectives for your session, as approved in your original agreement.
- **Closing Slide – Please use this slide for Q&A and include the following**: Speaker contact information and any logos for your company. Please do not remove the Session Evaluation Reminder from this slide.

Content Slides
- Make sure your session title, description and learning objectives align with the content of your presentation.
- Please ensure that you address ALL learning objectives listed for your session.
- Make sure your content is timely. Make sure your content provides attendees with valuable takeaways.
- Have your presentation reviewed by your legal and/or marketing department to ensure that no proprietary information has been included.
- Make sure you have permission to use any graphs / charts / photos and that the items / data are appropriately sourced.
- Avoid Acronyms.
- Use entire URL reference and check for functionality.
- Make sure your presentation is easy to read / view. Do not use distracting images or colors, make sure your fonts are not too small and that your content/ graphs are not too busy.
- If using audio or video, make sure you have permission / licensing to do so.

Text & Animation
- Sans serif fonts are encouraged as they tend to be the easiest to read, however we trust you to use your discretion.
- Slides should only contain essential, bullet-point information.
- Slides should be used to guide the discussion; therefore, the amount of text on each slide should be kept to a minimum.
- Please use no more than 3 images per slide.
- Make sure details on any graphs you are including will be legible from the back of the room.
- Any colors you choose for graphs should be legible for those who are color blind.
- Any colors your chose for graphs should still be legible if your slides are printed in back and white or grayscale.
- If using embedded video, please double check to assure that it works.

Presentation Tips
- Avoid any sales pitch, commercialism, reading slides or notes, pacing back and forth on the speaker riser and poor eye contact.
- Engage the audience by walking around, taking polls, asking questions
- Make sure to begin and end your presentation on time and allow time for Q&A
- Sharing examples, situations and referencing current events is a great way to relate to the audience
- Repeat any questions asked for others in the room to hear
- Encourage attendees to complete the online session evaluation