



ACTFL
ANNUAL CONVENTION
& WORLD LANGUAGES EXPO

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MUSIC CITY CENTER
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Tips for Session Presentations

Pre-talk Preparation

- Come test your equipment early in the Speaker Ready Room onsite in the Music City Center, Room 109.
- Plan to get in the meeting room a few minutes early to set up for your presentation.
- DO NOT ask attendees to rearrange the furniture in the room since the same set-up is to be used by presenters following you.
- Dress appropriately for your audience.
- Turn off your cell phone and ask others to do the same.
- Ask attendees to respond to the session survey in the mobile app.

Handouts:

- Presenters are advised to always prepare a handout when giving a PowerPoint presentation. Be sure your name and e-mail address are on the handout.
- Make about 10% more handouts than you expect to use.
- Presenters are encouraged to upload handouts to their Ready Room so they can be visible on the mobile app as well as in the Online Convention Program. However, you may choose to distribute handouts at the beginning of your presentation.

PowerPoint Slides:

- Let the pictures or graphics in your PowerPoint slides tell the story – don't overload with text and/or data. Too much text makes the slide unreadable.
- The aim is to have a few powerful PowerPoint slides.
- Prepare an Agenda or Table of Contents slide.
- Proofread everything, including visuals and numbers.
- Font size must be large enough to be easily read. Size 28 to 34 with a bold font is recommended.
- It is distracting if you use too wide a variety of fonts.
- For a long presentation, you may want to change background designs when shifting to a new topic.
- Animation effects can be interesting when used in moderation.
 - Too much animation is distracting.
 - Consider using animated clip art.
 - Consider using custom animation.
- You can insert video and audio clips into PowerPoint.

Opening:

- Jump right in and get to the point.
- Give your rehearsed opening statement; don't improvise at the last moment.
- Use the opening to catch the interest and attention of the audience.
- Briefly state the problem or topic you will be discussing.

- Briefly summarize your main theme for an idea or solution.

Speaking

- Talk at a natural, moderate rate of speech.
- Project your voice.
- Speak clearly and distinctly.
- Repeat critical information.
- Pause briefly to give your audience time to digest the information on each new slide.
- Don't read the slides aloud. Your audience can read them far faster than you can talk.

Body Language

- Keep your eyes on the audience.
- Use natural gestures.
- Don't turn your back to the audience.
- Don't hide behind the lectern.
- Avoid looking at your notes. Only use them as reference points to keep you on track. Talk, don't read.

Questions

- Always leave time for a few questions at the end of the talk.
- If you allow questions during the talk, the presentation time will be about 25% more than the practice time.
- You can jump directly to a slide by typing its number or by right-clicking during the presentation and choosing from the slide titles.
- Relax. If you've done the research, you can easily answer most questions.
- Some questions are too specific or personal. Politely refuse to answer.
- If you can't answer a question, say so. Don't apologize. "I don't have that information. I'll try to find out for you."

Length:

- End on time! There is likely another presentation following yours in the same room.
- Sessions are 60 minutes in length.
- Allow time when planning your presentation for audience interruptions and questions.

Demeanor:

- Show some enthusiasm. Nobody wants to listen to a dull presentation. On the other hand, don't overdo it.
- Involve your audience. Ask questions, make eye contact, and use humor.
- Don't get distracted by audience noises, movements or latecomers.
- You'll forget a minor point or two. Everybody does.
- If you temporarily lose your train of thought you can gain time to recover by asking if the audience has any questions.

Conclusion:

- End your talk with the summary statement or question you have prepared. What do you want them to do? What do you want them to remember?
- Remind everyone to complete the session survey for your presentation in the mobile app.

- Be considerate of the next presenter and leave the room at the end time of the session; you may give session attendees an email to follow up with questions or speak with them in the hallway after the session ends.