



2024 Annual Conference On-site Presenter Instructions

Presenter

Each paper should have been assigned a presenter in the system. While only one presenter is indicated in NEMO any and all authors & co-authors can present on site.

Registration

Be advised, that you must **BE REGISTERED** to present your paper at the ASEE Annual Conference.

Presentation Etiquette

- Be on time for your sessions. Session details can be found here www.asee.org/osl
- Follow the instructions and time set by the session moderator
- Use the microphone in the room for your presentation, so all can hear you.
- Be prepared and available to answer questions following your presentation
- Email conferences@asee.org if you need accommodations for your presentation.

Presentations

- The preferred presentation method on site is PowerPoint. An ASEE Annual Conference template can be provided for your reference, but is not required
- Papers will be assigned to sessions by the program chairs by May 15th. If you have not gotten your assignment by then, please contact your program chair directly.
- If you have a question regarding your presentation timeslot, please contact your program chair directly. Only program chairs can change the session assignments for papers. ASEE HQ cannot do that for you.
- **Tips on Creating an effective PowerPoint Presentation:**
 - Know Your Audience:
 - Understand who your audience is. Are they students, experts in your field, potential funders, or non-experts? Tailor your content accordingly to engage them effectively¹.

- Remember that your audience might get tired during the presentation, so keep it engaging.
- Less Is More:
 - Provide enough information to pique interest but avoid overwhelming your audience with excessive details.
 - Include relevant points, but avoid drowning your slides in formulas and technical jargon.
- Clean and Professional Design:
 - Use a clean and professional design for your slides.
 - Avoid distracting backgrounds, excessive colors, font changes, and too many words.
 - Visuals should enhance understanding, not confuse the audience.
- Running Outline:
 - Keep a running outline within your presentation or provide a handout.
 - Use visual and verbal cues to highlight where you are in the presentation. This helps prevent your audience from getting lost.
- Highlight Your Research's Relevance:
 - Start with an engaging introduction that emphasizes the significance of your topic.
 - Utilize relatable examples and narratives to illustrate complex concepts.
- Conciseness:
 - Distill your message into 3-5 key points.
 - Consider using Guy Kawasaki's 10/20/20 rule: 10 slides, 20 minutes, and a minimum font size of 30.