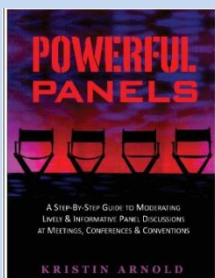# Tips for Session Organizers & Presenters

Organizing or Participating in a Panel Session:

A 2014 Snapshot on the Effectiveness of Panel Discussions at Meetings, Conferences & Conventions http://powerfulpanels.com/wp-content/uploads/2014/03/2014PanelReportFINAL.pdf

Top 10 Reasons Your Panel Discussion Might Fail – for Panelists AND Organizers http://www.pcma.org/news/news-landing/2015/06/17/top-10-reasons-your-panel-discussion-might-fail#.Va5cj_n-nhU

Click the BOOK image to order POWERFUL PANELS: A Step-by-Step Guide to Moderating Lively and Informative Panel Discussions.

Tips on Preparing a "TED Style" Talk:

Here are example videos on giving Ted Style talks to assist you with preparing your presentation. Remember, you will only have 7 minutes + 3 minutes for Q&A.

How to give a Great TEDx talk [Length: 3:31] https://www.youtube.com/watch?v=6H67JgLwyF4

Still don't think you can give a "science" presentation in seven minutes? Here is a sample presentation on a complicated subject given in less than seven minutes using just a few slides. http://www.ted.com/talks/nina_tandon_could_tissue_engineering_mean_personalized_medicine

How to sound smart in your TEDx Talk | Will Stephen | TEDxNewYork https://www.youtube.com/watch?v=8S0FDjFBj8o

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Tips on Preparing PowerPoint Presentations:

How to Give an Awesome (PowerPoint) Presentation [Length: 2:53] - https://www.youtube.com/watch?v=i68a6M5FFBc

To ensure presentation visibility from any seat in the room, use the following minimum font sizes:

Title:	Bold Typeface minimum 40 pt size
Subtitles:	Bold Typeface minimum 32 or 36 pt size
Text and Figures:	Bold Typeface minimum 24 or 28 pt size

Note: San- Serif fonts e.g. Arial or Verdana are easier to read in a large room

- **The 6x6 readability rule:** *no more than six words per line and six lines per "page"* **(i.e., Arial font size 40).**
- Use upper and lower case letters rather than block: ALL CAPS CAN BE DIFFICULT TO READ.
- Lines that are used for emphasis should be bolder than background lines or borders.
- Use contrasting text and background colors (white or yellow text on blue or black background).
- Avoid using the color **red** as it tends to bleed into the background and is generally difficult to read.
- To ensure a safety zone for over-projection, leave a ¼-inch border, with no text or graphics, around your slide. Otherwise, logos close to the border of your slide may be cut off.
- **For a quick readability check: Stand back ten feet from your 14" monitor. If you cannot read the text clearly, your point size is too small for projection.**

Even the most seasoned scientist will appreciate this online publication and find helpful tips on improving the effectiveness of poster and slide presentation design. **"The Craft of Scientific Presentations: *Critical Steps to Succeed and Critical Errors to Avoid"*** by Michael Alley of Penn State. [writing.engr.psu.edu/csp.html] **NOTE: We use Microsoft PowerPoint (2013).**