Standards and Presenter Guidelines

Audiovisual equipment

Presenters are requested to provide their own laptop. If a laptop is not available, please contact the WAMOA office to make alternative arrangements.

If you have a Mac, please bring the VGA cord (dongle) that is specific to your computer. Failure to do so will prevent you from connecting to the LCD projector and presenting your slides.

The following standard audiovisual equipment will be supplied in each room:

- LCD computer projector
- Screen
- Microphone

Internet access: Due to the logistical difficulties inherent in establishing connections and unpredictable performance characteristics of internet connections, you should not plan to use a live internet connection for workshops unless prior arrangements have been made.

Presentation preparation

We encourage all presenters to use the WAMOA slide template, available upon request.

WAMOA Policy compliance:

- Only the WAMOA logo may appear on all slides of a presentation.
  - *State agencies are exempt from this requirement.*
- Logos from partners may appear on the final slide only.
- **Workshops should not be sales pitches.** *Unless specifically designated, WAMOA trainings are non-commercial forums and are specifically provided to target educational information only. Individuals are to refrain from the use of brand names and specific product endorsements. Under no circumstances shall the WAMOA platform be used as a place for direct promotion of a presenter's product or service.*

  Examples of "selling" include:
  - Using your session to develop a mailing list.
  - Distributing price lists.

- Encouraging participants to contact the presenter by telling session attendees how the presenter can be reached to discuss specific product details.
- Discounting others' views, models or products in the session.
- Including company literature in presenter handouts and/or distributing company materials or products during a WAMOA education session.

Additional Presentation Guidelines:

The following are some non-discriminatory presentation guidelines:

- Presenters should refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group.
- Use non-discriminatory words in verbal and written communications. Refrain from using labels (e.g., referring to women as "girls"). Eliminate sexist language in your handouts (i.e., replace masculine pronouns with he or she, or reword sentences or phrases).
- If you encourage audience participation, acknowledge and give equal opportunity for contribution.
- Avoid discriminatory jokes (e.g., belittling a person's sex, race or age, or perpetuating a stereotype).
- Avoid visual aids that show people in stereotypical roles. Regardless of sex, race, age groups, etc., present individuals without bias.

Effective slide presentation suggestions:
- Limit each slide to one main idea. Do not include more than you will discuss.
- Use text, photos, charts, and graphics. To ensure clarity, however, avoid using all of these on one slide.
- Ensure that the entire audience can read all your slides, not just the people sitting in the front row.
- In general, use no more than five to seven lines on one slide. More than seven words per line are usually illegible. Leave space, roughly the height of a capital letter between lines. Font sizes should range from 18 to 48 point. Use size to establish a hierarchy for headings, sub-headings, and text.
- Choose one or two typefaces that are easy to read. Do not clutter your slide with too many fonts. A good example is sans serif typeface.
- Leave blank space around charts and graphs. Text placed too close to graphs except for labels and numbers makes slides look cluttered.
- Computer-based presentations add a level of professionalism, but remember to balance animation, video, transitions, and special effects. Using "builds" to lead the audience through a slide by exposing one point or line at a time can be effective. The previous points are still visible but displayed in a smaller font or different color. Upon reaching the last point, the audience will see and be able to review all of the points on one slide.

At the workshop/presentation:

Your presentation

Please arrive to your scheduled meeting room 15 minutes before your presentation. Introduce yourself to the session moderator or workshop facilitator. Familiarize yourself with the room set-up, audiovisual equipment, location of lights, and speaker area. This will allow you adequate time to set up equipment.

Presentation slides
The Annual Conference materials are required two weeks prior to the event so that they can be uploaded into the mobile event app

Workshop facilitator/moderator responsibilities

- Ensuring the presenter has everything they need for the presentation
- Introducing presenter
- Distributing handouts
- Adjusting lights and room conditions as necessary
- Providing any Clock Hour code/certificate at the conclusion of the presentation
- Contacting WAMOA staff in case of an emergency or audiovisual or technical difficulties