

Speaker's Guidelines

Below are some suggestions to help you prepare your presentation for the conference.

1. Presentation Template

A PowerPoint template is provided for you to use for your presentation.

2. Be non-commercial

Overselling can turn the audience off. Please keep company information to the first and last slide. If you do a great presentation people will know who you are and who you represent.

3. What is the topic of my presentation?

Of course, you know this, but make sure your audience is fully aware of your goals.

4. Who is my audience?

How would you like the information presented if you were a member of the audience?

5. What is the objective of my presentation?

Choose main points and elaborate on them. You cannot tell the audience everything you know...Focus on the key points you want to convey to the audience.

6. PowerPoint presentations are due by **September 11.**

A PowerPoint slide template, presentation preparation guidelines, and instructions to upload your presentation are available online. Visit:
<http://catttrenchlessroadshow.ca/speaker-resources/>.

7. Finish within the allocated time on the schedule.

Plan to finish a few minutes early so you can take a few questions. The session moderators will tell you when you have 5, 2 and 1 minutes left. The moderator will be instructed to stop the presentation after the allocated time.

A good rule of is one slide for every minute of presentation – 20 minute presentation should have around 20 slides.

8. Arrive 30 minutes before the start of your session

Make sure your presentation is on the computer and all videos and animations work properly. Please note that videos embedded in a PowerPoint file often have issues when transferred to another computer.

Technical assistance will be available. Please contact CATT office (519) 888-4770 if you have any questions.