• Bring two copies of your presentation, in case of storage or media failure. Provide your presentation on a USB Thumb Drive.

• Download Your Presentation in the Session Room
  ■ If you are presenting in the morning, you must load your talk prior to the start of the 8:00 AM morning presentations or during the morning breaks.
  ■ If you are presenting in the afternoon, you must load your talk before the end of the lunch break.

• Check-in with the session chair so that she/he knows you are present.

• The following audio/visual equipment will be available in your meeting room:
  ■ LCD projector
  ■ Laptop computer (PC)Screen sized to the meeting room
  ■ Laser pointer
  ■ Podium microphone
  ■ Lavaliere microphone
  ■ Aisle microphone (for questions)

• Note: If your presentation contains audio, please send well in advance so that proper audio equipment can be made available.

• A/V technicians and support staff will be available for every session. If you have any special audio or video requirements, please check in with our A/V team well in advance of your session time.

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**Presentation Guidelines**

**Parallel Sessions:**
These sessions are allotted **15 minutes of presentation time** (15-minute talk with a total of 15 minutes for Q&A at the end of each session).

**Symposia:**
These sessions are allotted **20 minutes of presentation time** for each presenter, with at least 20 minutes allocated for Q&A at the end of the session.

Session Breaks are set for every spoken session.

• Oral presentations are preferred in Microsoft PowerPoint in a 16:9 standard format.

• PC computers running on the most up to date Microsoft 365 programs will be provided.

• If you must use your own PC or Mac because of movie files, software demonstrations, or other situations that would prevent you from using the in-room PC, please let us know before the start of the meeting. Be prepared to change computers quickly.
  ■ Please note that connection time will be subtracted from your allotted speaking time.
  ■ You must provide any needed converters or adapters.
  ■ You are advised to bring your own laser pointer (and remote if using your own laptop).

• Do not plan to use internet service for any portion of your presentation.
Preparing Your Presentation

Please review the following guidelines for preparing your presentation.

**Design Tips:**
- Make sure that you can read your slides from at least ten feet from your computer screen. If you can’t read it from there, people in the back of the room won’t be able to read it either. Readability is a common complaint.

  • Use contrasting colors for the text and the background so the text will be easy to read.

  • Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.


  • Use short phrases and sentences to convey your message.

- Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.

- Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.

- Keep text simple and easy to read by not using many different text effects such as bold, italics, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.

- If there is a video attached to your presentation, make sure that it is embedded in PowerPoint and not on your desktop. You should also arrive at your session room well in advance to test your video is playing properly.

- Consider using the official MSA 2024 Presentation template for your presentation. You can download the template from the MSA Meeting Website.

**Questions?**

Contact Bill Stoeffler or Ashley Haan at the MSA Office.