



Checklist for a Great NAFSA 2020 Presentation

#1. Contact your co-presenters

- Find the best way to communicate with your co-presenters. Set deadlines for the first and final drafts of the presentation.
- Agree to create one presentation under the same format.
- Set dates to **practice** before the conference and at the conference

#2. Build content

- Think about **why** you are presenting and **what** your audience will learn.
- Review your learning objectives at www.nafsa.org/ac20program.
- Keep your promise and **deliver** what is published in your title and abstract.
- Build interest and curiosity. Think about including visuals, stories, and interesting facts or statistics.
- Think about how people can **use** your information at their workplaces.
- Develop handouts that highlight important takeaways and contain additional resources.

#3. Ensure accessibility (additional resources in the NAFSA Accessible Conference Guides)

- Use large, sans-serif fonts with high color contrast between the text and the background to maximize slide legibility.
- Add closed captions to any videos.
- Minimize the use of slide transitions, gifs, or other animations.
- Upload your PowerPoint/poster design, along with any handouts to Cadmium by the **May 15th** deadline. Add alt text to images used in your uploaded files.

#4. Practice

- Schedule a call to provide feedback to each other and discuss transitions.
- Schedule time to practice at the conference.
- Plan a visit to the on-site Speaker Ready Room to test your A/V in advance of your presentation.
- Time** yourself to ensure you are under the time limit.

#5. Deliver

- Greet the audience when they come in.
- Review learning objectives so the audience knows what to expect.
- Project passion and excitement. Emotions are contagious.
- Speak** clearly into the mic at all times, including during the question and answer session.
- Briefly explain any relevant images or graphics in your slides, as not everyone may be able to see them clearly.
- Do not read from your slides. Eye contact is crucial for connecting with your audience.
- Always stand and use the mic when presenting and answering questions. Try to move around with the wireless mics. Lessen the physical distance between you and your audience.