



**Psychiatric-Mental Health Nurses Joining Together for Critical Need:**  
Addressing Diversity, Those Affected by War, Violence, and Health Inequities Across Populations

## ISPN Annual Conference Speaker Presentation Guidelines

Thank you for presenting a session at the **2023 ISPN Annual Conference!** A moderator has been assigned to each concurrent and keynote session and will introduce the speakers based on the biographical sketch submitted as a part of your abstract submission. The moderator will also coordinate the Q&A and discussion at the end, if there is time.

A template slide with the Annual Conference theme art is available for you to download on the ISPN website (click under *2023 Annual Conference* and the *Presenter Information* page). Feel free to use that template slide for your presentation.

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

Practice running through your presentation in advance of the meeting. Go through your slides so that you are comfortable. 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 confirm your video is playing properly.

### Download Your Presentation in Your Session Room

Arrive at least 20-30 minutes prior to your session (not your presentation time) in order to download your presentation onto the laptop computer in the meeting room. A technician from CMI Communications will be checking in at each room in case you have any questions.

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/wireless mouse
- Podium microphone
- Lavalier microphone
- Aisle microphone (if the meeting room is large enough, for questions)

**Note:** If your presentation contains audio, be sure to inform the event management well in advance so that proper audio equipment can be made available.

## Preparing Your Presentation

Please review the following guidelines for preparing your presentation.

- A. 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.
- B. Use dark type on a light background for maximum readability. Save decorative fonts for headers only. Align your text left – this is the easiest way viewers consume information. 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.
- C. Your slide format should be in a 16:9 ratio. This will optimize the viewing experience for meeting participants.
- D. Your slides should support your presentation, not BE your presentation. Have one idea per slide, while keeping your slides to a maximum of 30 words or one large image, graph, or formula. Your audience should be listening to you, not reading your slides.
- E. Avoid using non-standard fonts. Standard fonts include Geneva, New Roman, Helvetica.
- F. Use short phrases and sentences to convey your message.
- G. Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
- H. 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.

## Internet Access

There is no hard-wired internet connection in the meeting room. There is a wireless connection, but the bandwidth will not be strong enough to support a presentation. Do not count on being able to access the internet as a part of your presentation.

## Questions

If you have any questions about the audio/visual aspect of your presentation, please contact Jane Shepard at [conferences@ispn-psych.org](mailto:conferences@ispn-psych.org).

