How is the Panelist Role Successfully Achieved?

* Avoid Commercialism
  + No trademarks

O Limit logo to first slide only

* Be mindful of your objectives. You are part of an overall topic.
* Promote discussion among attendees and panelists
  + Be thought provoking
  + Challenge the audience and fellow panelists
  + Be flexible; adjust with the flow of the discussion
* Presentation Length
  + 10-15 minute presentation (limit slides) & 30-50 minute panel discussion participation.
* What to include
  + New and advanced technologies and techniques
  + Case histories / field examples
  + Best practices
  + Failures and challenges
  + Lessons learned
  + Solidify your message – support your ideas with data

How Do You Prepare for Your Panelist Role?

* Panel Session Topic and abstract provided to Panelists by **September 14, 2021.**
* Know something of your fellow panelists, their topics and expertise**.**
* Bring final presentation on flash drive **to the symposium.**
* If you require special A/V needs, software, notify your Symposium contact. LCD Projector and computer will be provided.
* The following fonts are required on your PowerPoint to reduce technical issues:
  + Times New Roman, Times, Georgia, Arial, Helvetica, Verdana, Tahoma
* All video links in PowerPoint should be embedded within the presentation

Large, readable print

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**No more than six lines**

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**Strong color contrast**

-

GOOD SLIDE CHARACTERISTICS

Simplicity

-



POOR SLIDE CHARACTERISTICS

**Slides become difficult to read when you try to cover too material on one slide.**

**Text that is too small or a font color that does not provide enough contrast from the background will not project clearly.**

**ALSO, BODY TEXT IN ALL CAPS IS MORE DIFFICULT TO READ THAN LOWER-CASE BODY TEXT OR BODY TEXT WITH INITIAL CAPS.**

**The use of underlining for emphasis can crowd line spacing and make your Material difficult to read. It is better to use color for emphasis.**

**Using no more than six lines on a slide with no more than six words on each line is recommended. Plenty of open space around words is needed for slides to be clearly legible when projected onto a screen.**

**Simplicity and conciseness are keys to good slides. Remember, limit company names or logos to first slide only.**