

IFMA'S WORLD WORKPLACE 2009 PRESENTATION GUIDELINES

Speakers must deliver a professional presentation in terms of verbal skills and quality of content. In addition, each speaker is required to take special care that his or her presentation is not a sales pitch for any service, product or company. The purpose of the presentation is to educate the audience. Speakers must be well organized and utilize audio visual aids or other instructional techniques that will enhance the presentation. Please follow closely the guidelines below when preparing and delivering your presentation.

- An effective speaker provides a presentation that contains valuable content, useful visual aids, and is conducted in an accommodating learning environment.
- Be considerate of your audience and the conference schedule; start and end your presentation on time.
- Present your session as you have described it in your original abstract.
- Do not read your presentation. Practice your presentation so you can speak from memory and notes.
- Visual aids should never show more information on one slide than can be read in 30 seconds. Captions and details need not be shown; be clear and concise.
- You may list your company logo and contact information on the last page of your presentation slides, only.

We are pleased to have you as a presenter at this year's World Workplace conference. If you have any further questions or comments, please contact Monica Cooper, IFMA's Event Program Manager, via e-mail at monica.cooper@ifma.org.