

How to Rock Your Presentation

1. **Draft your presentation early.** Don't wait until the week before conference to finalize your presentation. Allow time to spellcheck, proofread, troubleshoot, review / adjust your AV needs, and familiarize yourself with your audience.
2. **Don't let PowerPoint take center stage.** You are the presentation, not PowerPoint. Don't include every talking point in your slides. Think outside the box- move away from text and bullets. Less is more. Incorporate visuals that demonstrate your point – pictures say a 1,000 words. Keep text on slides readable (30 point font or larger).
3. **Know your audience.** If you haven't been to an ASFPM Conference before, review the [ASFPM website](#) and [Conference website](#) to familiarize yourself with our audience. Once you arrive, check out the participant's list in your registration packet. Steer clear of abbreviations, acronyms, and jargon—remember there are newbies who haven't heard it yet!



Rockin' Presenters provide attendees with good takeaways – Job Aids on key lessons and reference lists for further reading

4. **Review the description you provided ASFPM** to make sure the presentation matches what was advertised to attendees. If not, adjust presentation accordingly.
5. **Practice, practice, practice – OUT LOUD!** Role play your presentation while timing yourself. Have you provided enough time for questions, breaks, and exercises? Is there time to cover all the slides in your presentation? Make adjustments and continue to practice so you stay on time and aren't dependent on your notes.
6. **Check out the [Speaker Success Tips page](#) of the ASFPM Conference website.** Valuable presenter tips, FAQs, resources, and important phone numbers are provided to help you succeed.
7. **Have a backup plan.** What if your technology fails? How will you adjust your presentation if you have too few or more attendees than you expected? What if you miss your flight or have a last minute emergency?
8. **Pull all your materials together before you pack for your trip:**

Packing Checklist

- Presentation in multiple formats – USB jump drive, CD, paper copies of the slides with your notes.
 - Air mouse (remote slide advancer) if you need it for your presentation.
 - Copies of your biography, business cards, and handouts for attendees (if applicable).
 - Evaluations if you would like feedback on your presentation.
 - Confirmation email from ASFPM sent two weeks prior to conference that includes your latest attendee headcounts, AV provided, and on-site resources available to you.
 - Contact ASFPM if your AV needs have changed before you leave for the conference.
 - ASFPM's on-site emergency phone number to call if your travel is delayed or canceled at the last minute (only for emergencies): ASFPM Emergency #608-444-6707.** This number will only be active starting April 30th (prior to April 30th, call the ASFPM Executive Office at 608-828-3000).
 - Co-presenter(s) travel arrival dates/times and contact information (if applicable).
 - Name and address of hotel and conference facility with any confirmation numbers and directions (if driving or renting a car).
9. **Arrive early.** Familiarize yourself with the layout of the facility, locate your meeting room, find the on-site business center and speaker prep room. Plan to arrive at your meeting room 30 minutes prior to your presentation in order to load your presentation and test your AV equipment. Start on time and end on time, everyone's time is valuable.
 10. **Be available – not just when you present.** Network and make yourself available for questions after your presentation. Attend other sessions and presentations.