

Your Presentation from Start to Finish

How to Prepare your Presentation

- Coordinate with your fellow presenters to develop a schedule of topics to be discussed and designate time allocations. Your moderator must be made aware of this schedule to effectively guide the session.
- NACUA encourages presentations that engage the audience. Consider how you will include interactive elements (hypotheticals, group exercises, polling). Consult NACUA staff or your session coordinator to determine whether these elements have additional requirements.
- Please use the NACUA-provided PowerPoint template. NACUA may transfer PowerPoints submitted in a different format to the template.

How to Submit Your Presentation

- *When completed, email your presentation to NACUA.* In your email, please include:
 - Your session title in the email subject
 - Whether you are submitting a single PowerPoint for the full session or if each presenter is submitting an individual PowerPoint.
 - Whether your PowerPoint has any additional AV requirements, such as a video or audio clip.
- NACUA posts a pdf copy of the presentation slides received by the given deadline on our online platform for attendees to access prior to or during the workshop or conference. Any presentations received after the given date will not be included in the session materials.

Need-to-Know Onsite Information

- NACUA policy does not allow presenters to distribute hardcopy printouts of PowerPoint slides or other materials at the session. Attendees will have access to the digital versions throughout the workshop or conference.
- Should you need to make any changes to your PowerPoint after you have submitted it to NACUA, please contact NACUA to find out where to send the updated version.