



MainTrain Workshop Guidelines

Half day or Full Day Workshops

- **Workshop facilitators** shall provide a statement of learning objectives for the workshop, presentation slides, take-away handouts and a brief description of planned interactive activities. Dates to follow:
 - **May 28:** Chosen abstracts have been notified and Workshop Guidelines has been sent
 - **August 1:** Final statement of learning objectives, presentation slides, take-away handouts and a brief description of planned interactive activities emailed to events@pemac.org
 - **August 2:** Events Coordinator provide complementary discount code for speaker registration (only to those who have their completed presentations in)
 - **August 19:** Review committee finish reviewing final learning objectives, presentation slides and take-away handouts
 - **August 19:** Events Coordinator communicate with presenters with any feedback from review committee
 - **September 2:** All final PPT and slides are emailed to events@prmac.org
 - **September 2:** All speakers are registered

Presentation Tips

- The theme of this year's MainTrain conference is **Connect, Learn, and Contribute**. Your presentation should connect to this theme in some way.
- This is not a sales presentation. Your presentation will not be well received or effective if you simply share information about your products and services.
- The most impactful presentations include case studies and real examples of problems and solutions, providing techniques that participants can take back and use in their own organization.
- A great presenter is entertaining, dynamic, teaches, shares a story, engaging, knows what they are talking about

Presentation Guidelines

The MainTrain 2019 PowerPoint template must be used.

1. **Name your file** starting with the name of your session followed by the name of the presenter then the date of your presentation. For example: If The Glove Fits – JP Pascoli – Sept 16.PPT
2. **Cover Slide.** The first slide in the template is the **cover slide**, containing two text boxes:
 - a. Copy in the **first text box** should be:
 - i. Presentation Title
 - b. Copy in the second text box should contain:
 - i. Presenter Name(s) and companies on the first line



ii. Date of presentation on a second line

3. **2nd slide.** This slide contains a title box at the top and content box in the body of the slide. This slide can be used to provide background of the presenter and the presenter's company. Each presenter may have up to one slide to be used for presenter and company information. This may include company name and information, presenter bio summary, etc. A company logo is permitted on this slide only. If there is a co-presenter, the third slide may be used for their information; otherwise, the third slide should be used to begin the presentation.
4. **Subsequent slides.** These slides will be the slides with the title box at the top. Please add your text and graphics to these slides.
5. The recommended **font** to use with this template is Calibri. Other fonts can be used, however must be fonts that are included in the basic installation of Windows such as Arial or Times New Roman.
6. **Pictures** must be embedded into the PowerPoint file and saved as a small file. Photos should be saved as 75 DPI or less. Larger images are not necessary and will enlarge the size of the file.
7. Please use a **dark color font**, with a **font size of 32 point**. The minimum size font accepted will be 24 point.
8. We suggest no more than 7 bullet points on each individual slide.
9. Please **test your presentation prior to submission**.
10. Create a **backup** copy of all presentation files on a USB memory stick to bring with you...*just in case*.
11. **Audio Visual.** Each presentation will be projected from a laptop that will be provided, onto a screen via LCD projector. Depending on the size of the room, presenters will be provided with a hand held microphone, lavalier microphone, or no microphone if the room is small. Your presentation will be preloaded on the laptop in the room and ready to go when you arrive.
12. **Do not PDF the PowerPoint presentation.**
13. **Send your PowerPoint presentation**, and if applicable, make sure to include any embedded files (such as videos, etc.) with your presentation to Ghaz Marinho at events@pemac.org by **August 1, 2019**.