Presentation guidelines

- *Trying to make fairly exotic connections to ArcGIS from Power Point is difficult in the classroom so it is best to avoid that.*
- Please post your presentation on your web site. Ask somebody else to view it and make sure that they can access it from an independent computer than your own.
- You will have **9-10 minutes** for your talk - 8 minutes for the presentation and 1 minute for getting started and answering questions.
- Think of the **one concept** or image or idea that you want your audience to take away from your talk and arrange all your material around that.
- There is not time to say everything important, only what is **most important**
- Use **pictures** and **diagrams** wherever possible, they are more effective than words on slides.
- For slides with just words on them
  - Have a maximum of **five** bulleted points, four is better than five.
  - For each bulleted point, have a maximum of 10 words, preferably 5 or 6 words, **less is better** than more
  - Highlight in **color** the one or two key words in each bulleted phrase