



California School Nutrition Association PowerPoint Presentation Guidelines

Presentation Guidelines

- CSNA **will not** allow speakers to present who have not submitted a copy of their presentation by Wednesday, September 27, 2023. Submit to: jnichols@calsna.org
- For Educational Sessions, CSNA will post presentations in advance. CSNA requires all presentations to be submitted electronically for review and inclusion on the website.
- If you want to provide handouts, you are responsible for making copies, shipping your handouts, and bring them to the appropriate location. CSNA will not store or duplicate handouts on-site.
- **If your presentation changes prior to the conference**, please forward the revised copy. **Only one revision** will be accepted prior to the conference; updated versions may be submitted after the conference.
- **CSNA does not allow** merchandise or advertisements in the educational sessions or on your PowerPoint presentation

POWERPOINT PRESENTATION FORMAT

- PowerPoint Presentations are a great visual tool to use to support and complement your message. Create a PowerPoint template of your own that is visually appealing to participants.
- If your session involves two or more presenters, please be sure to merge each presentation into one PowerPoint in order of presenter.
- The smallest font size that must be used is 28 pt. You want to make sure that everyone can see your slide content.
- The first PowerPoint slide must include the following:
 - Session Title, Date & Time
 - Presenter(s) Name(s), Title, Company
 - NOTE: Company Logo is only allowed on the first slide
- The remaining PowerPoint Slides:
 - Should focus on the session content

- Should **not be** too text heavy and **should not** have every word you say
- Should include graphics, photos, statistics & videos as they are great enhancers
- **DO NOT** use acronyms!!!
- NOTES: Promotional materials, products, services, product images, self-promotion **ARE NOT ALLOWED** in your PowerPoint, during your live presentation and **ARE NOT ALLOWED** in any of the videos included in your presentation.
- At the end of your presentation or panel presentation, thank your audience and engage them in a 10-15 minutes questions and answer (Q&A) session. Instruct the attendees to use the microphone to ask questions. If they don't use the microphone, repeat the question before answering for the entire audience.

A few Additional tips to think about:

- **DO NOT READ** from your slides or turn your back to the audience.
- Rehearse your information so you know what topics you will cover. Add stories or examples they can relate to.
- Speak into the microphone. Be energetic, enthusiastic and most importantly, don't speak too quickly!
- Stand up and move around the stage or room.

A Template of the CSNA PowerPoint Slides can be downloaded at <http://www.calsna.org/documents/events/2023Conference/CSNAPowerPointTemplate.pptx>. Thank you for your time to be our presenter