



## Annual Meeting Speaker Guidelines

### Pre-Meeting Preparation:

- ❑ Submit a professional headshot and brief biographical statement. The bio should mention your present professional responsibilities, previous experience relevant to the topic of your presentation, and educational background.
- ❑ Submit your suggested title and description for your session. Ensure your session title and description match the intended content and outcomes.
- ❑ Submit your PowerPoint slides to [Genevieve Magnuson](#) by the deadline.
- ❑ Register for the Annual Meeting and reserve your hotel room.
- ❑ Do a trial run of your presentation to make sure you do not exceed the time frame allotted.
- ❑ Print a hard copy of any presentation notes you may need for your session.

### Important Details:

- ❑ EBAA will provide a computer, projector, and appropriate microphones for the session and room type.
- ❑ All presentations are due in Microsoft PowerPoint in 16:9 format by the deadline.
- ❑ Please use the EBAA Annual Meeting PowerPoint Template provided when creating your presentation.
- ❑ The expected audience of the Annual Meeting is 325 – 375 eye bank professionals and physicians.

### PowerPoint Guidelines

#### Content:

- ❑ Speakers do not need to start their presentation by providing personal biographies. Your full bios are on the app for attendees to access.
- ❑ Provide specific takeaways/action items for attendees to enhance their own organizational efficiencies.
- ❑ Ensure content considers the current state of the issue/topic, as well as what will be important to the attendees in the near future.
- ❑ Use your time wisely. Deliver a succinct and focused message. Don't cram in too much information.

## Formatting:

- We encourage you to use the EBAA template for your slide deck. Include a title slide with speaker names, organizations, and presentation title that matches the information you submitted.
- Always keep the message simple, bold, and clear.
  - **Simple** – use only key elements or words per slide. Do not use complete sentences. Keep lines and shapes understandable and to the point.
  - **Bold** – PowerPoint text must be large (28-point size font) enough to be easily seen by every member of the audience. Be mindful when selecting colors, lettering style, size, and layout.
  - **Clear** – Is the PowerPoint easy to understand? Does it exactly reflect the message you’re trying to get across? Is it logically arranged, well-spaced, and not crowded? Do the main points stand out?
- Do not overload presentation slides with text/information.
  - Try to use less than 6 words per line and 6 lines per slide. Remember, you want attendees to listen to you, not read your slides.
  - Think about ways to illustrate your talking points with images versus strictly text.
  - Use only one complex graphic (pie chart, bar graph, etc.,) per slide and ensure it is readable from those in the back of the room.
- Obtain permission to use material from outside sources prior to the presentation. Cite material from outside sources at the bottom of the slide (footnotes) or in a listing on the last slide (endnotes).
- Be sure to communicate with EBAA staff if you are using any videos, so they can ensure they work on-site.

## Frequently Asked Questions (FAQs)

1. How can I share the presentation with attendees in my session?

*A PDF version of your presentations will be available on the app under your session.*

2. How early should I arrive before my session?

*We recommend you plan on arriving at least 15 minutes prior to the start of your session to ensure proper set up time. Please check into registration before you present so our staff knows that you have arrived.*

3. Will attendees evaluate my session?

*Yes. Attendees will complete an evaluation after each session. Speakers will receive summaries of the evaluations for their session.*

4. What is the meeting attire?

*Professional business attire is recommended when delivering presentations.*

5. Will there be internet in my session room?

*Yes, there will be wireless internet in your session.*

6. What is the standard AV in the conference room?

*Each meeting room will have a laptop, an LCD projector, Screen and Microphone. If you need any additional microphones or AV equipment, please let an EBAA staff member know.*

7. What is the Annual Meeting Schedule?

*A tentative meeting schedule will be posted online and shared with speakers as soon as it is available.*