



FEMC Oral Presentation Tips

Oral presentations at the FEMC Annual Conference are scheduled to allow speakers with 15 minutes for their presentation and 5 minutes for questions from the audience. There will also be a five-minute transition period for people to move among rooms. All talks will be running concurrently, so people may arrive late or leave early. We will do our best to help people move about quietly to minimize disruptions.

A moderator will be in the room to introduce you and your presentation will be ready on the computer in the room. The moderator will let you know how much time remains with signs – a 3-minute warning, 1-minute warning, and when time is up. The moderator will then help facilitate questions – asking any questions from the online audience or unmuting them to be heard, as well as helping you keep track of questions in the room.

We have another Tip Sheet available for people who are presenting virtually.

Below are some Recommendations for outlining and planning your presentation, derived from a variety of online sources and experience.

Giving a concise and effective presentation within a limited time frame requires careful planning and organization. Below are some tips to help you structure your presentation, as well as suggestions for designing powerpoint slides. We hope you find this guide helpful.



Preparing for Your Presentation

Creating an effective PowerPoint presentation involves thoughtful planning, engaging design, and clear communication. Here are some recommendations to help you create a compelling PowerPoint presentation:

1. Know Your Audience:

- Tailor your content to the interests and knowledge level of your audience. People attending the FEMC conference are primarily state agency employees; university faculty, staff, and students; and non-profit or land trust staff.
- Consider what they need to know and what might engage them.

2. Include a Storyline:

- Organize your presentation with a clear storyline or flow.
- Take your audience on a journey from introduction to conclusion.

3. Plan the Flow

Introduction (1-2 minutes):

- Start with a compelling opening to grab your audience's attention.
- Clearly state the purpose of your presentation and what you aim to achieve.

Agenda Overview (1 minute):

- Outline the main topics or key points you'll be discussing.
- Briefly mention the relevance and importance of each topic.

Main Content (8-10 minutes):

- Divide your main content into 2-3 key points or sections.
- Ensure a logical flow between points and maintain a clear narrative.
- Support each point with evidence, examples, or data.
- Use visuals (slides, charts, graphs) to enhance understanding.

Conclusion (1-2 minutes):

- Summarize the key points covered in your presentation.
- Restate the main message or takeaway.
- End with a strong closing statement to leave a lasting impression.

Q&A Session (4-5 minutes):

- Encourage the audience to ask questions.
- Be prepared to answer questions confidently and concisely.
- If there are no questions, have a couple of backup points or insights to share.

4. Consider the Design

- Use a clean and consistent design throughout the presentation.
- Choose a readable font, maintain a consistent color scheme, and use a limited number of fonts and font sizes.
- Limit text on each slide to key points and phrases.
- Incorporate relevant and high-quality images, graphs, charts, and infographics.
- Ensure that visuals directly support your message and enhance understanding.
- Allow for white space on each slide to prevent visual clutter.

5. Accessibility:

- Ensure your presentation is accessible to a diverse audience – [Microsoft PowerPoint](#) has guidelines many helpful recommendations.
- Use a free tool ([Brightside](#)) to check for accessibility and color contrast

6. Proofread:

- Check your presentation for spelling and grammatical errors.
- Ensure all content is accurate and up-to-date.

7. Use Speaker Notes and Rehearse:

- Include speaker notes to guide your presentation, track your time, and help you remember key points and details.
- Practice your presentation to become familiar with the content and pacing; rehearse in front of a friend or colleague to get feedback.

8. Engage the Audience:

- Use rhetorical questions, anecdotes, or interactive elements to keep the audience engaged.
- Make eye contact and be aware of your body language.