



CES-SCÉ
OTTAWA 2014

**35TH EVALUATION
CONFERENCE**
**35^E CONGRÈS
D'ÉVALUATION**

NOTICE TO PRESENTERS

Dear Presenter,

This correspondence is to provide you with some important information following your selection as a presenter to the 2014 CES Annual Conference in Ottawa. We encourage you to share these guidelines with your co-presenters or panel members.

First, please note that **all presenters and panel members MUST register for the conference in order to attend**. As noted in the FAQs posted on the conference website, no discounts are provided for presenters and one-day passes are not available this year.

The [final program](#) for the conference is now available and contains details related to the time and date of your presentation, as well as other important information (e.g., room number, other presenters, type of presentation and length). **Please check the final program right away as some sessions have been moved, and as a result, previous information sent to you on time and date may have changed.**

The time available for your presentation, indicated in the program, also includes time for questions from the audience. We therefore recommend that you allow some time to respond to inquiries from the floor (usually five or ten minutes).

Please take note of the following advice to make your participation worry-free and enjoyable:

- **Timing:** Please arrive 5 to 10 minutes in advance in order to prepare and deal with last-minute changes. Session facilitators should be on hand to provide general support and timekeeping. Discussions and coordination with co-presenters, if any, should happen before the event. Use only the time allocated for your presentation.
- **Available equipment:** All presentation rooms will be equipped with one portable computer, one projector and one screen. **Please bring your presentation on a USB key and upload it onto the computer before the start of the session.** The session facilitator will provide support if needed. The use of personal computers will not be permitted. Please note that internet connections will not be provided in the presentation rooms; therefore, your saved presentation will need to include all web-based materials

necessary, including videos, images, sites, etc. You may want to consider the version of what software you are working with when saving it to a USB key as the AV provider will provide the latest software available on the laptops for your use.

- **Developing presentation materials:** Overhead material and handouts should underscore your message. Here are a few specific tips to guide you in preparing your PowerPoint or Prezi:
 - o Your presentation should take approximately two to three minutes per slide, depending on the complexity of the message.
 - o Use at least a 24-point font, so that it is readable from the back of an average size room.
 - o The Arial font is the best designed for slide content in terms of legibility.
 - o Avoid “*italics*” and “ALL CAPS” for more than a few words in a row, as they are difficult to read.
 - o Make sure the backgrounds you select enhance the font color of your text; for instance, red fonts used for letters over blue backgrounds are not readable.
 - o Each slide should show no more than 6 bullets and a few words per bullet.
 - o Avoid full text slides that you will be tempted to read to the audience; maximize the impact of the slide by including only key concepts in writing and speaking to them instead.
- **Sharing of material:** Exchange of presentation materials like notes, slides, resources, and papers among presenters, chairs, and participants are encouraged. We recommend the use of the CES grey literature database as a platform for sharing these materials. Further information regarding the database is available on www.evaluationcanada.ca.
- **Contact information:** We encourage you to share your contact information as part of your presentation to facilitate further questions and discussions.
- **Practice, practice, practice!** If you are a first-time presenter, we encourage you to practice your presentation a few times before the conference. *This is a key success factor.* It will help you memorize the content and test your presentation for flow of content and length in time. Practicing in front of colleagues will provide valuable feedback before the event.
- **Ignite presentations:** If you are presenting as part of the Ignite session, please note that you must present 20 slides in five minutes, with the slides moving forward automatically every 15 seconds. The Potent Presentations Initiative (p2i) developed by the American Evaluation Association, provides tons of useful planning materials and advice for your Ignite presentation (see: <http://p2i.eval.org/index.php/ignite/>).

The C2014 Organizing Committee is pleased to include your presentation in this year’s conference program, and we look forward to a very successful conference, thanks to you! Please do not hesitate to contact us at c2014@evaluationcanada.ca if you have any questions related to your presentation.

Kind regards,

Jane Whynot and Isabelle Bourgeois
Co-Chairs, CES 2014 Annual Conference