

TOP TIPS

FOR A 30-MINUTE PRESENTATION



Thank you for joining us at the NISTS conference. Here are some tips to help you get ready for your upcoming presentation!



Define the objective

Determine the main goal of your presentation. Identify the key message or takeaway you want to deliver to your audience. They won't pay attention if they don't know why they're there.



Outline the content

Create a clear and logical structure for your presentation. Divide it into sections or key points that support your main objective. Consider adding only 2-3 topics.



Keep it concise

Since you have a limited time frame, it's essential to keep your content concise and focused. Stick to the most relevant and impactful points and put everything else in a handout.



Plan your slides

Decide on the number of slides you want to include. As a general guideline, aim for approximately one minute/ topic per slide.



Present using visuals

Images, screenshots, charts, and infographs can help you stay on topic without going into too much detail. Be sure all text is large enough to be read from the back of the room.



Summarize and conclude

Towards the end of your presentation, recap the main points you covered. Reinforce your key message and provide a concise summary of the insights or takeaways.



Prepare for Q&A

Plan for at least 10 minutes of questions and answer with the audience.



Practice and time yourself

Rehearse your presentation multiple times to familiarize yourself with the content and flow. Pay attention to your timing to ensure that you stay within the 30-minute limit.

ADDITIONAL PRESENTATION RESOURCES

 **How to Give a Good Presentation:
11 Top Tips for Killer
Presentations**

Visme | *Orana Velarde*

 **11 Tips for Presenting at a
Conference**

ExOrdo | *Brian Campbell*

 **How to Make A Good Presentation
- 8 Tips from the Experts**

Biteable

 **7 Common PowerPoint
Presentation Design Mistakes and
How to Fix Them**

Peregrine

 **Overcome Your Fear of Public
Speaking: The Definitive Guide**

VirtualSpeech | *Dom Barnard*

Need more guidance?

Contact: emily.kittrell@ung.edu



CONFERENCE CHECKLIST

- [Register for the conference](#) by the February 9th deadline
- Upload your handouts to the [document repository](#) by the February 2nd submission deadline
- Bring all the A/V tech and engagement tools you might need - think HDMI adapters, Bluetooth speakers, post-its, giveaways, etc.
- Save your presentation in multiple places before you leave - just in case