

## Procedure for Speakers

North Bay NARI events have speakers for each monthly general meeting. In order for us to maintain the professional standards we are known for, speakers are scheduled 3 to 6 months in advance.

The procedure to schedule a speaker is as follows:

1. Send an outline of the proposed talk to [greg@northbaynari.org](mailto:greg@northbaynari.org). We need a proposal of your talk including your outline for every presentation no later than 3 months before the date you plan to speak. The outline should include the essential elements of your talk, length of time, handouts, and other visual displays.
2. The outline will be reviewed by the Board of Directors and the Speakers Chair Person. You will be notified of the decision, and if accepted, scheduled for the earliest time available.
3. If you are a returning speaker from earlier NBN events, please see # 1, and #2.
4. NBN will be responsible for providing a location only for the event in which you will give your presentation. Speakers are responsible for your own A/V equipment, screen, sound, or anything else you may need for your presentation.
5. We ask that you DO NOT ask other speakers to switch events even if they are able and willing to do so, as it creates hours of extra work to change all the marketing and promotional information on the website and elsewhere.

Additional requests:

The use of Powerpoint presentations as an education delivery tool is at the discretion of each Speaker. Educational content for sessions can be enhanced by the use of Powerpoint; however, it is not mandatory. Here are a few tips when using Powerpoint: Hold up your end with compelling material.

While Powerpoint is great to use, the audience has come to hear you, not merely to stare at images tossed onto a screen. Build a strong PowerPoint program, but make sure that your spoken remarks are no less compelling. PowerPoint doesn't give presentations — PowerPoint makes slides. Remember that you are creating slides to support a spoken presentation.

**Keep it simple.**

The most effective PowerPoint presentations are simple — charts that are easy to understand, and graphics that reflect what the speaker is saying. Stick with no more than five words per line and no more than five lines per individual slide. You don't need to have everything up on the screen.

**Minimize numbers in slides.**

The most effective PowerPoint displays don't overwhelm viewers with too many figures and numbers. Instead, leave those for a more thorough digestion in handouts distributed in the Convention Handout Binder. If you want to emphasize a statistic in PowerPoint, consider using a graphic or image to convey the point.

**Don't parrot PowerPoint.**

PowerPoint works best with spoken remarks that augment and discuss, rather than mimic, what's on the screen. You've got to make eye contact with your audience.

**Time your remarks.**

A well-orchestrated PowerPoint program brings up a new slide, gives the audience a chance to read and digest it, then follows up with remarks that broaden and amplify what's on the screen. It's an issue of timing -- never talk on top of your slides.

**Give it a rest.**

Don't be bashful about letting the screen go blank on occasion. Not only can that give your audience a visual break, it's also effective to focus attention on more verbally-focused give and take, such as a group discussion or question and answer session.

**Use vibrant colors.**

A striking contrast between words, graphics and the background can be very effective in conveying both a message and emotion.

**Import other images and graphics.**

Don't limit your presentation to what PowerPoint offers. Use outside images and graphics for variety and visual appeal, including video.

**Handouts augment your presentation.**

Unless it is imperative that people follow a handout while you're presenting, your powerpoint presentation does not have to match your handouts.

**Edit ruthlessly before presenting.**

Once you're finished drafting your PowerPoint slides, assume you're just one of the folks listening to your remarks as you review them. If something is unappealing, distracting or confusing, edit ruthlessly.