

IEPEC Presenter Training

2025



Purpose of this presentation

This slide deck provides a suggested format for your slide deck, presentation logistics while at the conference, and tips for your presentation at the 2025 IEPEC.

Agenda

- Slide deck formatting
- Presentation logistics
- Presentation tips

Intro slides

Slide Deck Formatting

Your first 3 slides should include:

- Slide 1: Title Slide, should include presentation title, your name and the IEPEC logo
- Slide 2: Why people should listen
- Slide 3: Why people should care (the 'so what')

Plan to cover this in ~120 seconds or less

Content slides

Slide Deck Formatting



Closing slides

Slide Deck Formatting

- Keep it simple and to the point
- Limit to ~3 slides (~120 seconds)
- Invite people to use your work
- Explain what they can expect if they look into your work
- Tell them how to find your work
- Discuss how people can use your work to solve specific problems

Things to avoid

Slide Deck Formatting

- Too many words on a slide
- Too many slides for your time slot
- Busy backgrounds
- Pictures that are irrelevant

Pro tips

Slide Deck Formatting

- Use a minimum font size of 24 throughout
- Ensure you can cover your slides in your allotted time.
 - For a 15-minute slot, assume 12 slides
- Keep concepts simple, ideally one key point per slide
- Visualize findings, using easy to interpret figures

Items in your session room

Presentation Logistics

- Head table
- Podium with a microphone
- Projector and screen
- Laptop
- Session moderator
- Q&A microphone (in the large rooms)

What to bring

Presentation Logistics

- Your presentation on a USB (slide decks should be pre-loaded but...)
- Any needed notes or reference papers
- A copy of your bio (even if you've given it to your moderator, bring an extra copy)

When to arrive for your presentation?

Presentation Logistics

- Plan to get to your session 15 mins before it begins
- Check the computer to ensure your presentation is loaded

Engaging the room

Presentation Tips



Tips on opening

Presentation Tips



Ask a provocative question



Note something relevant in the recent news



Use an appropriate quote



Cite an interesting related fact

Things to avoid

Presentation Tips

Don't read your slides. Instead – tell the story!

Things to do

Presentation Tips

- Use both words and pictures
- Think about your body language
- Look at the audience
- Take pauses, especially where you want to regain attention
- Be excited to tell you story
- Show your personality
- Practice – run through your presentation prior to the conference and time yourself

Reminders

- Get final papers in pdf form to Kisha by this Friday **August 29th**
- Send final presentations as PowerPoint files to moderators and kisha@iepec.org by **September 26th**
- Presentation file name convention = Session #_First Name Last Name
- Share your cell phone number with your moderator to make meeting up on site and communication easier than emails

Resources

AVAILABLE ON THE IEPEC WEBSITE

[Presentation Template](#) (optional)

[Logo](#) (include on first slide, at least)

PC MEMBERS

Kisha Kisha@iepec.org

Dulane moran@evergreenecon.com

Jes jes@swift-strategy.com