

Thank you for your willingness to present at the AEI | IRD 2026 Conference! This is an excellent opportunity for you to share knowledge and information with your colleagues. The information below will assist you in preparing your presentation.

AEI | IRD Presentation Information:

AEI | IRD Presenters should prepare a **60-minute presentation**. A template for the conference is provided above, and presenters are **required** to use it. Presentations must be either a Power Point (ppt/pptx) or Portable Document Format (pdf) file. Presenters will need to: (1) arrive for their session **ten minutes prior to the session's start time** and (2) have their presentation uploaded to the share point drive.

PowerPoint Tips and Accessibility Requirements:

- All presenters are **required** to use the provided PowerPoint template.
- All slides **must** have AEI | IRD 2026 Conference Banner at the top of each slide.
- Avoid using animations or transitions that may distract or disorient users with sensory processing issues.
- Be sure that all Graphics, Charts, Tables, etc. are Clear and Readable to All Attendees
- Company Logos Only Allowed on **Title** and **Closing Slides**
- Do not use font **smaller** than **12 pt font** for easy readability.
- Keep Commercialism to a Minimum This is a Technical Presentation, not a Marketing Campaign.
- Make sure all content is accessible by using the accessibility checker in PowerPoint before finalizing your presentation.
- No longer than 2 lines.
- Only use **Century Gothic Font**.
- Pictures, Videos, and Any Other Media Must Be Embedded into the PowerPoint.
- Provide closed captioning or a transcript for any audio or video content in your presentation.

- Remember pictures are worth 1000 words.
- See examples of GREAT slides here: <https://www.assertion-evidence.com/templates.html>
- Short headlines that states the main message of the slide.
- Should be **16:9 “Widescreen”** Format.
- The key is to think about **the takeaway message** for each slide, **not** a topic.
- Use simple, straightforward language and avoid jargon or technical terms that may be unfamiliar to some users.
- Use bullet points or numbered lists to break up text.

Presentation Tips:

- Prepare well and rehearse your presentation thoroughly.
- Know your audience and tailor your content to their interests and needs.
- Use clear and concise language, avoiding jargon and technical terms that may confuse your audience.
- Use eye contact and body language to connect with your audience and convey confidence and enthusiasm.
- Be mindful of your tone and pace, speaking clearly and at an appropriate speed to keep your audience engaged.
- Allow time for questions and feedback and be prepared to respond thoughtfully and respectfully.
- Finally, show your appreciation to your audience for their attention and participation.