

Thank you for your willingness to present at the CI & CRC Joint Conference 2026! 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.

CRC Presentation Information:

CRC Presenters have 15 minutes in total, including presentation and Q&A. 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.

CI Industry Presentation Information:

CI 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 CI & CRC 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.