



Ohio Young Birders Club

OYBC Annual Conference Speaker Proposal Form

11th Annual OYBC Conference
November 4, 2017
Dayton, Ohio

*Please complete the form below and return to Black Swamp Bird Observatory (13551 W. State Route 2, Oak Harbor, Ohio 43449) **by September 15th (2017)**. Also, please see conference speaker and poster presentation guidelines on back.

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Age: _____ Chapter Affiliation: _____

Type of Presentation (please circle one): Oral Poster

Have you ever given a public presentation? (please circle one): YES NO

If yes, where: _____

Title of Presentation for Annual Young Birders Conference:

Please provide a short description or outline of your proposed presentation:

Oral Presentation Guidelines:

- The PowerPoint presentation should be PC compatible
- The allocated time for a presentation is 20 minutes plus 5 minutes extra time for questions
- Bring presentation on USB drive as a back-up
- A suggested font size of 40+ for header or title of each slide; a font size between 25-32 for the body text size usually works well.

Poster Presentation Guidelines

- Poster size: No larger than 36" x 48" Tri-Fold display board
- Text readable from a distance of 6 feet



Hints for a Successful Presentation:

Create an outline Do your research Know your audience Time yourself Practice! Speak comfortably & clearly

Effective PowerPoint Slides:

- Make slide backgrounds subtle & keep them consistent; Choose an appealing, consistent template or theme that is not too eye-catching. You don't want the background or design to detract from your message
- Use design templates
- Standardize position, colors, & styles
- Include only necessary information
- Limit the information to essentials
- Content should be self-evident
- Use high contrast between background color & text color; Themes automatically set the contrast between a light background with dark colored text or dark background with light colored text
- Be consistent with effects, transitions, & animation
- Too many slides can lose your audience

Effective Use of Text:

- Generally no more than 6 words a line and 6 lines a slide
- Avoid long sentences; You want your audience to listen to you present your information, rather than read the screen
- Larger font indicates more important information
- Font size generally ranges from 18 to 48 point
- Be sure text contrasts with background
- Fancy fonts can be hard to read; Choosing the right font style, such as Helvetica or Arial, helps to get your message across
- Avoid narrow fonts, such as Arial Narrow, and fonts that include fancy edges, such as Times New Roman
- Words in all capital letters are hard to read
- Limit punctuation marks

Effective Use of Clip Art & Graphics:

- Graphics/Clip Art should help to balance the slide
- Should enhance & complement the text
- Do not overwhelm your audience by adding too many graphics to a slide