PRESENTER TIPS

We're excited to see you at the 2026 MALHM Annual Conference & Meeting! We want you to be comfortable and prepared. Please see our tips below and reach out if you have questions.

PRESENTATION PLANNING

- **Sessions are 60 minutes long**. Plan roughly 45 minutes of presentation & activities, and 15 minutes of Q&A. Room monitors will assist in keeping track of time.
- **Provide examples or stories from the field if possible**. People remember stories much better than a list of facts. Attendees want to know what didn't work and why in addition to success stories.

POWERPOINT/SLIDE DECKS

- Not every presentation needs a PowerPoint
- **Limit words to key points.** Aim for no more than 5 lines of type, 30pt or larger.
- **Provide visuals whenever possible.** Photos, graphs, appropriate gifs, or even video clips are more engaging than a wordy outline.
- You must **cite sources** for material that is not your original work.

TECHNOLOGY

- <u>**You will not be able to use your own computer.**</u> MALHM requires certain browser plugins to record sessions.
- <u>**Bring your presentation on a USB stick**</u>. You will not be able to log into Google Drive.
- <u>**Ask before closing any open laptop windows**</u>. An open Google Chrome window logged into a MALHM Google account will be needed to record your session.
- **Devise a contingency plan** in case you run into A/V problems during your presentation.

Provided in each room: Microphone(s) & speakers, projector & screen, slide clicker remote, Windows laptop, and lectern.

PRESENTATION

- **Introductions**– Introduce yourself and any other speakers briefly at the start of the session.

- **Be heard!** Please face the audience and speak clearly into the microphone. Ask the group at the beginning if your volume level is correct. **<u>Presenters must use a microphone to remain accessible to the audience.</u>**
- **Q&A**– Please repeat or rephrase the question into the microphone for the audience before answering.
- **Presentation Style**– It's best to not read directly from your notes or slides. A conversational style works best with our attendees.
- Watch your time and stay on track. The session monitor will indicate when 10 minutes, 5 minutes, and 1 minute remain.

HANDOUTS

- **Handouts are not required, but strongly encouraged.** MALHM does not print handouts and you are not required to supply paper copies. Please provide PDFs of your presentation slides and any additional handouts. These will be made available for all participants through a link.
- Clearly place your presenter name(s), contact information, session date, and title at the top of the first sheet.
- Participants appreciate a list of resources (web links, contacts, etc.) for further study. They also enjoy templates or documents that they can customize.
- Feel free to bring your business cards, brochures, or other visual aids!

EVALUATIONS

- **MALHM will not collect individual session evaluations.** Attendees will be given the opportunity to share overall conference feedback after the conference. If you would like to solicit feedback on your presentation, you're welcome to collect your own surveys!

CONFERENCE REGISTRATION

- All speakers need to register for the conference. We waive fees for those who are only attending their own session and do not partake in any food/meals. Of course, we recommend attending the full event to network with colleagues and learn from your peers! A discount code will be provided via email for presenters to use during registration.

QUESTIONS?

Check out <u>our FAQ</u> or contact Liz Koele, Alliance Coordinator, at liz@mnhistoryalliance.org.