Presentation Guidelines

As a Software Test Professionals Fall 2019 speaker, you are among an elite group of industry experts, practitioners, and thought leaders. Our attendees have high expectations that you will offer them relevant, impactful content that they can use immediately.

Presentation Due Date:

Workshop and Session presentations are due by 5:00 PM ET on Friday, September 13, 2019. If you do not have your own PPT template, you are welcome to use the Conference PPT Template (see Speaker Resource Area here).

Submitting your slide deck:

♦ Attach it to an e-mail, addressed to James Stinar with "STPCon *Fall 2019 Slide Deck"* in the subject line.

♦ Identify the attachment by your last name and abbreviated workshop/session title (Smith---TestingTheTesters.ppt).

♦ We can only accept files that are less than 10 MB. If your file exceeds 10 MB, email James and he will provide you with further instructions.

♦ Submit your PowerPoint presentation for your workshop session as a .ppt or .pptx.

♦ We will create PDF versions (2 slides per page) of your files before we post them on the conference web site. **Please consider these guidelines as you prepare your presentation:**

♦ *Sessions are 60 minutes long.* Spend just a couple of minutes introducing yourself, your topic, and the context of your session. If you are giving a case study, avoid the temptation to tell the audience everything about your company. Give them enough information to understand your unique situation and the basis for your case study focus.

♦ *Spend about 45 minutes presenting your content.* Dedicate about 1---3 minutes building the bridge between the content you have shared and realistic next steps the attendees can take to implement what they have learned. Reserve at least 5-7 minutes for Q & A. At the end of your presentation, **please save 1---2 minutes for participants to complete the session evaluation form**.

♦ *Refrain from personal or sales promotion.* This is an educational conference, not a marketing performance. Our guests expect your professionalism, and we treat a "promotional" complaint with utmost concern.

♦ *Provide as much concrete information as you can,* connecting theory with best practice and your experiential knowledge.

♦ *The Software Test Professionals Fall 2019 is an international conference.* Our audience is a multi-cultural group that comes from all 50 states, Canada, Europe, and other countries representing all continents around the world. Please be respectful of this diversity and refrain from making value judgments about international issues.

♦ *Follow basic PowerPoint etiquette.* Such as, uncluttered design, pleasing color and graphics and other media effects as it is appropriate to your message.

♦ *Utilize the STP Fall 2019 Conference PPT Template.* If you do not have a professional slide template, you are welcome to use the Conference PPT Template located on the Speakers Resources webpage.

♦ Keep your presentation deck to no more than 25 slides per presentation for an hour-long session.

♦ Do not set the font size below 20pts, as it will be difficult for the participants to read the text.

♦ The last slide of your presentation deck should read: Thank you for attending this workshop/session. *Please fill out an evaluation form.* We strongly recommend that you have as many, if not all, of your attendees fill out an evaluation form. This will provide you, as well as us, with valuable feedback from your attendees.