



PRESENTATION TIPS
2016 ACEEE Summer Study on Energy Efficiency in Buildings
August 21 – 26, 2016
Asilomar Conference Grounds, Pacific Grove, CA

Your Panel Leader may ask to preview your presentation and may have other helpful suggestions.

1. Length of Presentation:

For sessions with three (3) presentations, you will be allowed 20 minutes for the presentation and 10 minutes for questions and answers. We ***recommend no more than a maximum of 20 slides for a presentation*** (one per minute).

2. Presentation Format:

- a. no more than five (5) bullet points per slide
- b. no less than 20 pt. size for text
- c. high contrast background with text (black text on white or white text on dark blue, etc. as long as the contrast is sharp)
- d. simplified graphics – ***avoid complex backgrounds***

3. Audio/Visual:

ACEEE supplies laptop computers in every meeting room for presentations. Presenters should bring their presentations on a thumb drive to easily load onto the meeting room laptop.

If you have any logistical questions, please contact Rebecca Lunetta at rlunetta@aceee.org.