



Presenter Guidelines

You can find contact information for all session participants in your Confex Speaker Center. Please reach out to your chair and let them know the status of your paper and when you plan on uploading it for the discussant. If your paper is not ready to be posted publicly, you can share it with the discussant privately but you must share it with them by the submission deadline to give them adequate time to prepare comments.

The following format is suggested as it has been found to work well within the 12-15 minute time frame you are allotted for your presentation.

Organization: Begin with a one-minute overview summary of the paper that includes the central question addressed and the major conclusions. To the extent possible, these conclusions should include policy implications.

Explanation: Follow with the reasons listeners ought to accept the paper's conclusions: the underlying theory, description of the evidence, methodological defense of the evidence, and connection to (and improvement upon) the existing literature. This manner of exposition differs from that of a journal article but it is more appropriate to a conference format. **Speaking is a more effective way to get an explanation across than reading.**

Slides: For both in-person and virtual presenters, it is highly recommended to use slides. APPAM will provide projection in all meeting rooms and virtual speakers can screenshare via Zoom. Try to economize on the number of slides in a presentation. Slides should be readable from at least 30 feet (some of the presentation rooms are quite large, some are small), and should be displayed long enough for viewers actually to comprehend the message they are supposed to convey. A good rule of thumb is one substantive slide (a key exhibit, not an outline page) for every two minutes of presentation (or no more than 6 or 7 total slides per presentation). Slides should serve as an aid but should not be read from directly.

Additionally, please review the [in-person speaker best practices](#), [virtual speaker best practices](#), and our [Zoom Speaker Guide](#) before preparing your presentation.

In-Person Technology: In-person sessions must bring one presenter laptop and one flash drive with pre-loaded slides for all presenters. Do not rely on cloud storage or streaming options as conference internet connections may cause presentation delays. Meeting rooms will be equipped with an HDMI cable to connect the laptop to projection in the meeting room so an HDMI port laptop is strongly recommended. If an HDMI port laptop is unavailable, you can request a different cable from the onsite tech support. There will be tech support contact information sheet located in each meeting room if you need assistance.

There will be 15 minutes or less available for setting up presentations prior to the start of most sessions. With strict 90 minute timeslots, even a minor delay can greatly hamper the success of a session.

Virtual Technology: Virtual speakers must provide their own computer, internet, and complimentary Zoom accounts. APPAM will share the Zoom Meeting links in the [Online Program](#) and Zoom passwords in a registration email the week of the conference. Speakers should join the Zoom Meeting link ten minutes prior to the start of the session and from a location with strong internet and minimal background distractions.