



American Quilt Study Group
Research & Publication Mentoring Program

Seminar Paper Presentation & PowerPoint Guidelines 2017

These guidelines are provided to help you create a formal presentation of your research that is clear and keyed to your audience.

The Research & Publication Mentoring committee encourages each Seminar paper presenter to contact one of our presentation mentors for a preliminary review of your PowerPoint presentation. Although this is not required, it is suggested that the review be conducted at least one month prior to the Seminar dates. Our purpose is to aid you in presenting your topic and answer any questions you may have about procedures, content, and the actual PowerPoint. Our presentation mentors are: Lisa Erlandson at lisa@lequilts.com; Dawn Heefner at d.heefner@gte.net; and, Mary Holton Robare at fivers@comcast.net.

In addition to our presentation mentors, AQSG provides a two-hour Paper Presenters' Technical Session at Seminar each year where presenters can become familiar with the speaking venue and the workings of the technical equipment they will be using during their presentations.

Presentation and PowerPoint Guidelines

The Basics

Know your audience. To understand your audience you must determine its composition; understand their knowledge of the topic you are presenting; and, meet their content expectations based on the title and any description of your presentation.

Keep to the time limit. This is a courtesy to your audience and to the other speakers on the program. The time limit for Seminar paper presentations is forty (40) minutes. This total includes about ten minutes for questions.

Distilling Your Topic

Ensure that your presentation script covers the major points of your paper.

Make at least one slide for every major topic in your presentation script. It is better to have too many slides than too few.

Effective Images/Slides

Ensure that your narrative slides provide an outline, not an essay.

Example - From the Script:

“According to Grace Rogers Cooper, the authority on sewing machine history up to the early 20th century, the elements required for a successful sewing machine were: support for the cloth; a needle to carry the thread through the fabric; a combining device to form the stitch; a feeding mechanism to permit one stitch to follow another; tension controls to provide an even delivery of thread; and a mechanism to ensure the precise performance of each operation in its proper sequence.”

Example of Resulting Slide

Elements of a Successful Sewing Machine:

- Support for the cloth;
- Needle;
- Combining device;
- Feeding mechanism;
- Tension controls; and,
- Mechanism to ensure proper sequence of operations.

Remember the difference between a slide and a handout. Detailed handouts can be made to accompany your presentation. (This is your responsibility.)

Use a clear print type of good size for your slides.

Avoid too much information per slide.

Example of a Slide with Too Much Information and Small Font Size

1830

first known sewing machine in commercial production -- made chainstitch with hooked needle, foot treadle to move needle down, manual cloth feed [Barthelemy Thimonnier, Paris] (1841 -- mob destroys all his machines; by 1845, back in business as first French sewing machine company; company fails in 1848 Revolution)

1832-34

lockstitch machine with upper & lower threads; eye-pointed needle [Walter Hunt, New York -- sold patent rights to George A. Arrowsmith] (not put into commercial production)

1839

twisted lockstitch made with multiple eye-pointed needles [Josef Madersperger, Vienna] (not commercially successful)

1841

chainstitch machine for tambouring the backs of gloves (could sew 2 layers of clothing) [Edward Newton & Thomas Archbold -- U.S. patent]

1842

first U.S. patent specifically for sewing machine; designed for leather work; straight seams, running and backstitch [John J. Greenough -- U.S. patent 2466] (only patent model was made)

Avoid distracting effects, such as hyperactive visual effects or silly sound effects. Some design elements can add to the flow of the presentation. Others can be distracting and detract from your topic.

Avoid a slide needing apologies for its poor visual qualities unless it has unique value for your presentation.

Insert a duplicate of a slide in another place if you are going to refer to it twice. Don't try to back up to reuse the slide where it first appears.

Caption the source of your illustration and any quoted material on each slide. These captions do not have to be as thorough as citations used for notes.

Sample Source Citations for Illustrations and Quoted Material;

In Greene, Susan W. *Wearable Prints , 1760-1860*, pg. 75.

Nellie Golden's Quilt, Smithsonian Institution, National Museum of American History, Object No. 6771.

Collection of the author.

PowerPoint Tips

Compress your PowerPoint file to save a large amount of storage space on our computer or flash drive and allow for much faster upload at the time of your presentation.

Compressing Your PowerPoint File in Microsoft 2007+ Version (optional)

- Left click on an image on one slide – will have dots at corners;
- Click on “Picture Tools” tab at top of page – “Format” tab will appear;
- Click on “Compress pictures” – box will pop up – click on “Options”;
- Click on “Screen” if not already indicated, then “OK”;
- Click “OK” again; and,
- Be sure to “Save” before closing PowerPoint.

BACK UP YOUR FILE IMMEDIATELY & each time you change it!!!

Practice Tips

Write out a script for comfort and for timing.

Embed in your script the words SLIDE 1, SLIDE 2, SLIDE 3, etc. to indicate when to change the slides in your PowerPoint presentation.

Enlarge and double space your text to make it easier to read and follow while giving your presentation.

Practice out loud many times.

Do a dry-run in front of an audience (a friend or two will do). Seek their input on the number of slides used (e.g., too many, too few) and the flow of the presentation.

Ask those participating in the dry-run to ask you unexpected questions about the presentation to get some experience responding to the unusual.

Edit script and/or slides based on any stumbling blocks you discover when practicing. Then practice again. (It is useful to use your smartphone to record a portion of your final practice session to identify any problems with delivery that may still exist.)

Insert a SKIP TO HERE notation in the text that signals where to continue if your presentation is running over the time limit and you must shorten the talk.

Prepare for the question period by trying to predict what questions you might get. Remember that, if you get a question about your topic you cannot answer, you can always volunteer to look into it and get back to the person who asked the question.

Day of Presentation

Dress like the professional you are.

Bring your presentation in multiple formats (e.g., CD; flash drive; “pack & play” PowerPoint format, etc.).

Test the equipment in the venue before your talk. (This can be done during the Paper Presenters’ Technical Session.) If you have issues standing at a podium for any length of time, ask for a chair to be provided during the practice session as well as the scheduled presentation.

Use the pointer sparingly. It can be distracting if you wave it around on the screen randomly.

Try to relax. Read your talk if it is more comfortable for you to do so, particularly if you tend to be a nervous speaker.

Enjoy the applause!!