



Professional
development program

PowerPoint Presentation Requirements

- 1) Technical presentation should be between 60-75 minutes
- 2) Use of ITE professional development PowerPoint template as provided by ITE staff
- 3) A slide with instructor jpeg photo and contact information (see example on page 2)
- 4) A slide placed at the beginning of the presentation with course objectives (see example on page 2)
- 5) Lead your audience by listing the course objectives at the beginning of your presentation. Use topic headers at the top of your slides, full screen titles to announce major presentation transitions and a conclusions slide (what was covered and/or objectives that were met)
- 6) Usage of the Arial font throughout the presentation, as required for consistency
- 7) You want the audience listening, not reading. Fifteen words should be the maximum on any slide. For optimum readability, set the text of your visual aids flush left, ragged right (non-justified). Include no more than nine bullets per slide
- 8) Build and incorporate graphs and charts into the presentation. Pictures add interest and they show in a few seconds what it would take minutes to explain. *All graphics must be referenced on each slide*
- 9) Whenever possible, differentiate graph/chart lines by thickness or style (e.g. dashes) because participants will likely use a hardcopy print-out in black and white as a reference
- 10) In order to help stimulate discussions, seed questions should be prepared in advance and addressed during the course discussion

Below is an example of the instructor contact information and course objective slides which are to be placed at the beginning of your presentation:

Meet Your Instructor

JPEG photo below



Full Name

Title/Position

Organization/Company

City and State

Email address

Learning Objectives

At the conclusion of the course, participants should be able to:

- 1) Identify potential road diet projects to determine the applicability of a road diet project
- 2) Use a toolbox of road diet design solutions including design guidelines and concepts
- 3) List the four major steps in conducting a road diet plan