Tips for Making an Effective Presentation at the SEM Conference

1. **Be time-conscious.** Be aware of presenting too much content and allow ample time for questions and dialogue on the topics most likely to generate conversation. On the other hand, be sure to prepare enough content to fill your timeslot.

2. **Create interactivity.** Ask questions of your audience along the way, encouraging participants to consider how your presentation impacts their work and their institutions.

3. **Be global in your remarks.** The SEM Conference attracts a large number of international attendees. If your research or material is based on one national, state, or provincial system, remember to reference how this information may apply to other systems.

4. **Reserve time for questions.** This can be during the presentation or at the end of the presentation. Some attendees may have comments or see things differently. Encourage different points of view and discussion of your presentation.

**Handouts**

You will receive instructions on how to upload your presentation from PRG in September and again in October. The handouts will be available to all participants via the AACRAO Engage mobile app.

**Speaker Lounge**

**ALL** presenters must check into the Speaker Lounge at least 4 hours PRIOR to your presentation. All meeting rooms will have presentation computers that will be networked to a central computer located in the Speaker Lounge. Presenters are encouraged and expected to bring their own memory device to the Speaker Lounge, where they will have the opportunity to review their presentations or make any last minute changes.

**REMINDER:** Presenters will have Internet access through the provided laptop and there will be Wi-Fi in the meeting rooms.

Thanks for presenting at SEM!