

2009 Ohio Safety Congress & Expo

Presenter Guidelines

You are invited to participate in the Ohio Safety Congress & Expo by sharing your knowledge and expertise with safety minded individuals from Ohio businesses and government entities. The quality of the event strongly depends on presenter preparation and subject matter delivery. Please consider the following guidelines to ensure a successful experience.

- **Clearly identify presentation objectives.**

Let the audience know what you plan to accomplish during your presentation. Ensure the material is consistent with that which is printed on the Safety Congress Web site. Tell the audience what they should expect to learn and how it can be implemented in their workplace.

- **Create a presentation that is focused, energetic and captivating.**

Provide useful, practical information such as case studies, examples, current issues and trends. Describe how this information will impact the audience. Keep the presentation educational and avoid selling your business' products and services.

- **Engage the audience.**

Use audience quizzes, surveys and small group exercises to add variety and get to know your audience. Involve them by asking questions. Then repeat the question before answering, particularly with larger audiences where not everyone may be able to hear the question. Make eye contact with the audience and avoid reading slides.

- **Use visual materials and identify value.**

Utilize visual materials to create impact, compliment your presentation and enhance learning. Explain important points of the presentation and give examples to reinforce those points. Relate the material to real-world scenarios and provide easy-to-implement solutions.

- **Provide supporting materials**

Develop materials to support your presentation. PowerPoint presentations and handouts must use title slide provided to you. All other pages and slides can use optional Safety Congress background or a background of your choice. Presentations must be submitted by March 23 to SafetyCongress@bwc.state.oh.us and will be posted on the BWC Web site.

- **Arrive at the convention center well in advance of your presentation.**

When making travel arrangements, allow for unexpected delays such as construction, traffic, parking difficulties and weather conditions. Arrive at the convention center at least one hour before your presentation. This provides ample time to locate your session room and review expectations with the programming committee.

- **Pace your presentation and watch the clock.**

Be considerate of other presenters and audience members by staying within your allotted time. A very short break (15 minutes) is scheduled between each presenter. Know your presentation well and make adjustments when necessary. Place a watch in a discreet position on the lectern or request that a programming committee member quietly signal when ten minutes remain, five minutes remain, and one minute remains.

- **Questions? Please ask!**

If there is anything we can do to support your presentation, please let us know by contacting your programming committee member or BWC at (614) 466-8634 or SafetyCongress@bwc.state.oh.us.