PRESENTATION TIPS
2022 ACEEE Summer Study on Energy Efficiency in Buildings
August 21-27, 2022
Asilomar Conference Grounds, Pacific Grove, CA

Your Panel Leader may ask to preview your presentation and may have other helpful suggestions.

1. Length of Presentation:
For sessions with three (3) presentations, you will be allowed 20 minutes for the presentation and 10 minutes for questions and answers. We *recommend no more than a maximum of 20 slides for a presentation* (one per minute).

2. Presentation Format:
  a. no more than five (5) bullet points per slide
  b. no less than 20 pt. size for text
  c. high contrast background with text (black text on white or white text on dark blue, etc. as long as the contrast is sharp)
  d. simplified graphics – *avoid complex backgrounds*

3. Audio/Visual:
ACEEE supplies laptop computers in every meeting room for presentations. Presenters should send their presentations to their panel leaders for review and bring a copy with them to transfer to a meeting room laptop. A shared link will be provided for transferring the file.

4. Speaker prep room:
The *Curlew* meeting room will be set up for speakers on-site to fine-tune their slides and prepare their presentations. Wifi will also be available here.

If you have any logistical questions, please contact Rebecca Lunetta at rlunetta@aceee.org.