Session Title

Presented by: Name
Institution/Company: Name
Date:
Session ID: ### (will be provided by Conference Committee)
Session Rules of Etiquette

• Please silence your cell phone/pager

• If you must leave the session early, please do so as discreetly as possible

• Please avoid side conversation during the session

Thank you for your cooperation!
Introduction

• State the purpose of your presentation/discussion
Learning Outcomes of this session:

• List the benefits of attending this session
Agenda:

- State the main ideas you’ll be talking about
- Itemize all topics you plan to cover
Topic One

Consider using the title slide as you transition from one topic/agenda item to the next
Topic One

- Insert details on this topic
- Add supporting information and examples
- Relate the topic to your audience
Topic Two
Topic Two

• Point One
• Point Two
• Point Three
Topic Two

• Item One

• Next Item

• Last Item with subtopic
  • Subtopic
Summary

• Summarize the key points you want your audience to remember
  • Point 1
  • Point 2
  • Etc.
Questions & Answers

• Please ensure that you leave 10-15 minutes for questions from your audience
Thank You for Attending!

Presenter Name(s)
E-mail Address

Please complete the session evaluation for

Session Title:
Session ID#: 