Creating Your Presentation

UGM presentations are 40 minutes long. It’s best to plan a 30 minute presentation and 10 minutes of Q&A. This can vary if you are part of a joint presentation. Please work with your Epic host if you have questions about the best format for your presentation.

A UGM PowerPoint template with a suggested outline is available. If you choose to not use the template, please:

- Limit intros and organizational stats to 1 slide - too much background info is the most common feedback from attendees.
- Rooms are widescreen, so set your slide size to widescreen (16:9), instead of the standard (4:3).
- Use standard fonts that are at least 14 pt and keep color contrast in mind.
- Include a slide at the end with your contact information.
- Stick to standard fonts.
- Note – the computers in the rooms are on PPT 2013. If you are using PPT 2016, please stop by the speaker lounge to check your slides.

We suggest asking friends or colleagues to look over your presentation for typos and other oversights.

PHI/PII

Avoid showing PHI/PII in your presentation. This document outlines what is considered sensitive and how you can safely mask it. All presentations go through PHI/PII review before the slides are posted to the Session Archives. To expedite this process, be sure your slides are safe to post upon submission.

Slide Updates

If you update your presentation, (even if you bring it with you on a flash drive or your laptop) please email it to your host to make sure your final presentation is posted to the Session Archives.
Good to Know

Host
Each session is assigned an Epic host to provide guidance and feedback as you prepare your slides. Your host will be in contact with you by July 8.

Speaker Intro
Please send your host a couple of sentences to help them introduce you and your session.

Agendas
Sessions Details will be posted on the UserWeb by June 6.

Speaker Lounge
The room Box Office (upstairs from the Epicenter registration desk) is dedicated to speaker presentation prep. Stop by to check or update your slides, request technical support, or run through your presentation.

Room Setup
- Most rooms have a short stage, a presenter table with a desktop PC, and two monitors with your presentation already loaded. We prefer you use the desktop, but you may also present from your laptop.
- There will be a panelist table with a confidence monitor for you to view your presentation notes or to mirror the projector.
- You will have a choice of tabletop, handheld, and lavalier microphones. Most sessions are audio recorded and will be posted to the Session Archives by Oct 1.
- If you plan to do an in-system demonstration or have any special technology needs (laptops, mobile devices, etc.), please let your host know as soon as possible.

Handouts
Epic does not provide paper handouts. Attendees may print slides during UGM at a Cyber Cafe or download them from the Session Archives.

How to Design and Deliver Effective Presentations offers tips from years of attendee feedback on what to avoid and what little additions can make a good session great. Check back in June for an update on dates and times for the webinar!