



PRESENTATION TIPS
2024 ACEEE Summer Study on Energy Efficiency in Buildings
August 4-9, 2024
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. if the contrast is sharp)
- d. simplified graphics – **avoid complex backgrounds**
- e. set up in widescreen mode (16:9)

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 on thumb drive to load onto a meeting room laptop.

4. Speaker prep room:

The *Curllew* 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.