



POWERPOINT USAGE GUIDELINES



- The use of PowerPoint slides to accompany an Emmaus talk is left to the discretion of the speaker, with direction from the Lay Director. The Lay Director and leadership team are responsible for maintaining the continuity of talk flows as outlined by the Upper Room.
- There is no expectation that every speaker during the course of an Emmaus weekend will use a PowerPoint presentation.
- A PowerPoint is a visual aid, just as a poster or props, and should only be used if it enhances the talk and you feel comfortable using it.
- Even if you decide not to use PowerPoint, please review the provided slides for your talk as they offer excellent direction for possible write-downs.
- If you plan to use PowerPoint you must use the provided PowerPoint deck prepared by the NGWTE Board for the talk. The Lay Director or ALD will supply you a copy of the slide template for your assigned talk.
- Only MINOR modifications to the template may be made to the document. Any changes should follow these guidelines and must be approved by the Lay Director and Board Rep
 - The addition/deletion of the number of slides should be kept to a minimum.
 - The use of additional graphics (i.e. photos, pictures, clip art, images, diagrams, etc.) is discouraged except to the examples noted in the expanded Talk Outlines.
- You must provide a copy of the talk, with prompts, to the Technology Director prior to the preview talk so they know when to advance your slides.
- If you plan to use PowerPoint, you MUST use it in your preview talk.
 - If a Speaker decides to use the pre-approved PowerPoint after giving their preview talk, then the speaker will need to give a second preview talk using PowerPoint prior to the weekend.
 - For the second preview talk, the entire conference room does not have to hear it but a small group of key leadership (including the Board Rep) should see and hear the preview talk to provide constructive feedback. Only minor changes to the talk should be made to accommodate the transition from only “write-downs” to PowerPoint.

If you have any questions about using PowerPoint, please discuss with your Lay Director.