



# Ignite Presenter Guide

## 2019 ICAFS Annual Meeting

“To The Point” sessions have been a staple at many meetings for several years now and provide a great platform for people to quickly share project updates, notes from the field, or other important topics that don’t require a full 20-minute presentation. Ignite talks take this idea one step further by automating slide progression and condensing the talk to 5 minutes!

Topics can be inspirational, funny, or informative but all should strive to be engaging and entertaining. Maybe you want to update the membership on the good work of a specific group in the State or maybe you have figured out a better mouse trap, the possibilities are endless. Please consider participating to make our Ignite session successful!

### Ignite Submissions

To be considered for an Ignite talk slot, please complete the Abstract Submission Form by December 21, 2018 in the Call for Abstracts Announcement – click here for the [2019 ICAFS Abstract Submission Form](#).

*If your Ignite talk is selected for presentation, we will send you the PowerPoint template to build your talk with. This template has the automatic progression and timer built in.*

**-YOU MUST USE THIS TEMPLATE TO BUILD YOUR IGNITE TALK -**

### Ignite Presenter Info

New to the Ignite format? Follow the link below for more information. [Click here for Ignite Presentation Tips](#)

Why give an Ignite talk? [Click here learn why Ignite Talks are great!](#)

Want to see some example Ignite presentations? Go here: [Click here for examples of Ignite Talks](#)

### Ignite Rules

1. 20 Slides – no more, no less
2. 5 Minutes – each slide displays for 15 sec. and 15 sec. x 20 slides = a 5 minute presentation
3. No Animation

*Please note: If you are unable to follow these rules or have a special request, contact us so we can figure out how to best accommodate your particular needs.*

### Ignite Slideshow Tips

A slideshow is a tool that helps enhance your presentation. Here are a few tips to make your slideshow great!

1. **Keep It Simple.** Use relevant images/photos and a few key words to capture the idea you’re trying to convey.
2. **Bullets and Text.** Avoid using lots of text. If necessary, use brief 1-3 word statements.

3. **Timing.** Slides advance every 15 seconds, so avoid cramming too many topics or ideas into one slide. Instead, give yourself breathing room by spacing ideas and topics across multiple slides. You have 20 slides, so don't be afraid to use them.
4. **Image Credit.** Give credit where credit is due by naming the image owner. If an image is copyrighted, then get permission from the image owner before using it.
5. **Final Suggestion Slide.** We highly recommend that your last slide be a "Next Steps" or Call to Action slide. It can be anything that pertains to your presentation.