

Yale '76 - 35th Reunion
Friday, May 27, 2011 2 - 4 pm
Ignite-style Presentation Guidelines

What is an Ignite-style Event?

We're going to run this presentation like an Ignite event. In talks that are exactly five minutes long, Ignite presenters share their personal and professional passions, using 20 slides that auto-advance every 15 seconds. For more information on Ignite in general, and video of talks given in cities around the world, see <http://ignite.oreilly.com/>

The guidelines below were adapted from the Ignite Baltimore web site.

What do people talk about?

Topics are wide-ranging: information, how-to's, new ideas, advocacy, any topics that you're excited about from your profession, your hobbies or your favorite causes. We strongly suggest staying away from motivational speaking or sales pitches. But humor is welcome if you're so inclined!

Setting up your slideshow

You give us 20 slides. We set them to auto-advance every 15 seconds. No more, no less - that's the beauty of Ignite! No animation, video, or audio in your slides. You can create your presentation in PowerPoint or Keynote. However, we'd like you to **export your slideshow to a 1024x768 Adobe Acrobat PDF** before sending it to us. Why, you ask? Because we often don't have the fonts you have, and you never know what images or details might get lost in the shuffle. To ensure what you see is what the audience sees, send us a PDF!

How to convert PowerPoint to PDF:

<http://office.microsoft.com/en-us/powerpoint-help/save-as-pdf-HA010064992.aspx>

How to convert Keynote to PDF:

<http://docs.info.apple.com/article.html?path=Keynote/4.0/en/c9kn27.html>

Before your presentation we will display our own slide that has your name and your presentation's title on it, so that you can introduce yourself. We'll transition each slide using a brief fade-effect (so if you're duplicating slides to "buy more time," be aware that your slides will still transition noticeably).

Also, it's best not to be literal with your slides - imagery will be much more effective than text in this format, so try to have at most a few words per slide (no words = just fine, too).

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Submitting your files

When your presentation is finished and exported to a PDF, please change its file name to your full name (ex.: Joe_Schmoe.pdf). If you're slated to speak, send your PDF to Helen Glazer as an e-mail attachment to helen@helenglazer.com. Helen will also answer any questions you have about preparing for the event.

A quick recap

1. 20 slides, 15 seconds each. Export to PDF
2. No need for a slide that includes your name or presentation title (but you can include it if you want it)
3. Name the presentation with your full name (ex. Joe_Schmoe.pdf), and then upload it to the URL you were given
4. Due by **May 19** -- email your PDF to Helen Glazer at helen@helenglazer.com