



# New Mexico Courts

## New Mexico Administrative Office of the Courts

### Presentation Guide

We are glad you are joining us! The Court Education Institute (CEI) is a division of the New Mexico Administrative Office of the Courts. CEI is responsible for the education and training of the New Mexico judiciary.

This guide provides suggestions for creating engaging presentations. We ask that you use the Presentation Template for your presentation. The template includes multiple slide layouts, font and color guides.

CEI uses a conference app that can be downloaded to your phone. Go to the App store / or Google for Android, then search for 'NM Court Education Institute'.

Conferences are paperless, so we do not provide paper handouts. Attendees will be able to access your presentation and handouts through the conference app; materials may also be downloaded and/or printed by attendees.

#### **On-Site Equipment and Set-up**

##### **Podium with Microphone**

- A podium with a microphone will be set up at the front of the room.
- A lavalier microphone, that can be clipped to your clothing, will also be available for those who prefer a wireless microphone.

**Audio Visual:** The following AV equipment will be provided:

- Laptop connected to a projector
- Remote to forward slides
- Confidence Monitor (may be available; this is an additional monitor that faces the speaker to view your own presentation while speaking.)

**Internet:** Wireless internet will be available; password will be provided on-site.

#### **Confidentiality / Public Distribution / Social Media**

CEI's conferences bring together legal scholars, judges, practitioners, and academics from across the country to engage in meaningful discussions on pressing legal issues, jurisprudence, and the future of the judiciary. In an effort to create a safe and effective learning environment, as well as protect the integrity of our events, all communication, documents, surveys, and any other materials provided to you by CEI is for internal use and is not to be disseminated in any way to the general public or published on any social media platform or community publication. This also applies to discussions, questions, and comments raised during the conference.

## **Conference Recording**

CEI will be taking photos, recording, and live-streaming during the conference.

- You must agree that your presentation will be recorded and live-streamed to attendees.
- You must also agree that CEI may upload the recording of you and your presentation(s) to our learning management system for future viewing by judicial officers and or/staff.

## **Tips for Building Your PowerPoint/Slideshow**

*The following tips ensure that all attendees can understand the presentation, including those with vision, hearing or cognitive limitations. Inclusive presentations benefit everyone.*

### **Enhance Slide Readability:**

- Use sans serif fonts (Aptos, Arial, Helvetica, Tahoma, Nunito Sans, Verdana, etc.) Verdana is required for presenters from the New Mexico Judiciary
- Set font to be at least 24 point
- Use high contrast color combinations
- Provide quality images, 300 DPI (dots per inch)/300 PPI (pixels per inch)

### **Build Well-Organized Flow:**

- Add learning objectives to the presentation.
- Keep to a reasonable number of slides for the allotted time. A good rule is to consider a realistic duration, including Q&A. For example, for a 60-minute session, you will have 45-50 minutes of actual presentation time.
- Design your slides as if you are creating them for viewers in the back of a large room - use larger fonts and adequate spacing. Assume they will be viewing your presentation on small laptop screens.
- Consider using the widescreen format (16x9). This allows you to show more content on screen, especially in horizontal orientation. Wide screen format is available in most computers, and presents graphics, videos, and animation in full widescreen mode without losing valuable display real estate.
- Embed video/s: all video clips must be properly embedded in the presentation. Neither CEI nor the AV staff will assist with pulling video from outside sources; CEI does not guarantee the quality of the hotel internet. If video clips are not properly embedded, all responsibility for retrieving and playing those clips is yours.

### **Prepare for 'What-If'**

- Finish early...Prepare extra information in case you have extra time. Sometimes, attendees ask few questions or the presentation takes less time than expected.
- Technology fails...Have a back-up plan in case the technology fails you. Bring a back-up copy of your presentation on a thumb/flash drive (along with any other media such as video clips) just in case something goes awry.

## **Tips for Engaging the Audience**

**Question & Answer:** The CEI conference app allows attendees to ask questions during and after your presentation. If needed, CEI staff can monitor the app for questions during your presentation and read questions aloud as time permits. Presenters are encouraged to monitor the app after their presentation and respond to the attendees through the app.

**Audience Polling:** We can provide polls through the app. If adding an audience poll to your presentation, please provide the information in the Speaker Resource Center (300-character limit per question and per answer). Including the poll questions in your slideshow makes it easy for the audience to see the question and then choose their answer in the app.

**Interactivity:** When possible, create interactive sessions where the attendees are active contributors to the conversation. Attendees tell us they want to understand how the content you are presenting is relevant to them and the work they are engaged in every day. Examples: Multimedia, Skits, Point/Counterpoint, Discussions.

## **Tips For Delivering Your Presentation**

- State the learning objectives of the presentation.
- Explain but do not read your slides.
- Spell out acronyms and abbreviations.
- If using bullet points, read in the order they are presented.
- Clearly state your takeaways; attendees appreciate takeaways that they can apply when they get back to their courtrooms.
- Allow for Q&A time and other audience participation.
- Be mindful of irony, jokes and memes. A picture can be worth a thousand words but be aware of how pictures are interpreted.
- Always use the microphone; speak slowly and clearly.

## **Tips For Co-Presenters or Panel Presentations**

- Define your presentation format and strategy.
- Will this be a panel discussion, or multi-speaker presentation?
- If a panel, who will moderate it, or will it be open discussion?
- What will be the timing for each speaker, as well as for Q&A?
- For panels, clarify the role of the “moderator.” The moderator should:
  - Coordinate panelists/co-presenters and ensure a logical flow and minimal overlap.
  - Prepare questions to jump-start discussion during the session.
  - Guide discussions to ensure the learning objectives are met.
  - Intervene if panel veers off course, or if a panelist dominates the discussion.
  - Manage the Q&A from the audience, repeating questions, and directing them to a panelist as needed.

**If you have questions at any time as you are designing your session,  
Please contact** [REDACTED]