



Presenting at InfoShare

How To Present at InfoShare

All presentations at InfoShare must be approved by the organization's safety department. If you wish to present, please inform your safety department and fill out the linked [presentation form](#). If you are presenting in the Business/GA, Cargo, Dispatch, Ground, Maintenance, Manufacturer SMS, Regional or Rotorcraft sessions, you may contact the co-chair of that session directly to be placed on the agenda (see information below). Once your form has been received, the presentation coordinator will reach out to you with further instructions.

Guidelines for Creating an Effective Presentation

InfoShare attendance continues to grow, and although we try to provide the largest screens appropriate for our venue, please keep in mind that it is not always easy for the audience to read small text from the back rows of the session rooms.

When preparing your presentation, please consider the following:

- Emphasize safety aspects, which should be based on your company experience. You should not comment on, or speak for, entities outside your organization. Be mindful of the Rules of the Road, and share safety issues/mitigations within your organization only for the purpose of improving aviation safety.
- Based on attendee feedback, InfoShare attendees stated they would like to see the following topics addressed in presentations:
 - Solutions to the presented problems,
 - International aviation safety topics in addition to national ones,
 - Interactive presentations,
 - Case studies covering real events and a review of the outcomes and implemented mitigations, and
 - Safety-related information sharing.
- The projectors used for InfoShare sessions are HD quality, and our IT department recommends your PowerPoint slides be sized for **Widescreen (16:9)** format. To find this setting, go to the *Design* tab and then click on *Slide Size*. Also, using high-resolution photos and videos helps with your presentation's clarity.
- **A minimum of 24-pt. font is recommended.** Remember, the room is large and small text will be difficult to read from the middle and back of the room.

- **Add another slide instead of overloading one.** Too much text/data can overwhelm the limited space and confuse the eye.
- **Avoid using too many numbers in a table.** This is the same principle as above: instead of showing every number, highlight the significant ones (initial, middle, and final) or show the trend.
- **Choose clear and easily visible background and text colors.** When projected on screen, **dark background colors with white text are easier to read.**
- **Please print and bring a copy of your notes to your presentation.** PowerPoint “presenter mode” may be unavailable.
- Spell out the **first use** of any uncommon acronyms. (No need to spell out “FAA” if you are referring to the Federal Aviation Administration.) Attendee feedback reveals some presentations are difficult to follow without acronym definitions. Some companies may use the same acronym but with different meanings.
- Please be aware of the timeslot you have been assigned and ensure your presentation fits the time as closely as possible. **Please do not extend your presentation into the allotted breaks.**
- Do not use your presentation to advertise your company; overly large or prominently displayed company logos are distracting to the presentation’s message. Company branding in the page footer is acceptable.
- Marketing/promoting third-party organizational services/products, soliciting feedback or seeking participation in an organization’s surveys/projects, and distributing any materials/brochures/surveys is prohibited unless previously approved by the InfoShare Steering Committee.
- Please add slide numbers to your presentation for ease of reference.
- If you would like to add a polling option during your presentation, please contact infoshare@paiconsulting.com as soon as possible.
- **All presentation PowerPoints will be due to the planners one week before InfoShare, November 10, 2025. Please submit all files to Joe Werner, josephwerner@paiconsulting.com.**



Presenting at InfoShare

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