

**Presentation Guide for Global Conference on Human Development- Victoria Falls |
Zimbabwe. 27-31 October 2025.**

Note to Presenters

1. Define Your Objective

- **Identify Your Message:** What key message do you want to convey about sustainable development regarding your theme and how does it link with SD?
- **Target Audience:** Consider who will attend (policymakers, academics, funding agencies, INGOs, practitioners and consultants) and tailor your message accordingly.

2. Research and Gather Data

- **Current Trends:** What are the recent sustainable practices, technologies, and policies developments?
- **Case Studies:** Incorporate relevant examples that illustrate successful sustainable initiatives.

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3. The Structure of Your Presentation

- **Introduction:**
 - Endeavour to grab the audience's attention with a compelling fact or question that relates to your theme.
 - Briefly outline your main points.
- **Main Body:**
 - **Key Points:** Organize your content into 3-5 main points, and how it connects sustainable development
 - **Visual Aids:** Feel free to use examples, infographics, or videos to reinforce your message. Share the approaches that work.
- **Conclusion:**
 - Summarize key takeaways.

***** End with a call to action (This is very crucial as it will set the tone for the next line of action after the conference). What do we want the conference to achieve in terms of funding, interventions, action plans, collaborations etc.?

- Questions| Discussions|

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THE SLIDES

Presentation (Slide Designs)

- Prepare your slides/PowerPoint – Uncomplicated slides, drawn with heavy lines and large letters are a welcome sight. Swatches of colour for contrast are easy on the eye.
- A dark background (blue, green or purple) with a light typeface (white or yellow) may offer the greatest contrast and visibility under a variety of lighting conditions. The key is to test your slide format before going too far to make sure it projects well under a variety of conditions.
- Make sure your slides are readable from the back of the room. Don't make your font size too small or fine and limit the amount of information on a single slide.
- Overuse of glitzy transitions, multiple typefaces, and large or inappropriate graphics is distracting and dilutes your message. Less is more! Use special effects sparingly.
- Consistency makes your presentation more professional. Keep like items in the same place on each slide (i.e. title, subtitle, bullet points, graphics, etc.). Use the same transitions and animations throughout. Copying a slide and then editing it makes it easy to be consistent.

Presentation (Slide Content)

- The 6 x 6 rule might be great: no more than 6 bullets per page and no more than 6 words per bullet. Do not use paragraphs of text and do not read your presentation.
- Crop photos to eliminate unnecessary backgrounds. Make sure your photos and graphics are big enough to be seen and well placed on the slide.
- Do not add pictures just for the sake of adding something. Be sure the image enhances the point you are trying to make.
- If you use sound clips, do not over do it! Sounds can be very distracting! If you use sound, make sure it is appropriate for the topic.