

Speaker Guidelines

THE APPLICATION PROCESS to speak at a PechaKucha night.

Please be aware that **you are APPLYING to speak** and **only if you are shortlisted**, will you present.

- * **You must forward us a 50 word synopsis which summarises your talk.**
- * **You must also submit 3 to 5 sample slides as part of your application process.**

Following are **GUIDELINES** to help you prepare...

- * PechaKucha is about sharing your passion and enthusiasm and not about selling or promoting any business or institution. No logos, no plugs, no selling.
- * PechaKucha happens in over 870 cities world-wide. Check out www.pecha-kucha.org
- * Your talk must fit a very specific **20 X 20 Format** (that is 20 slides X 20 seconds per slide).
- * This means that 20 of your slides are shown. **Each slide is on an automatic timer and is shown for 20 seconds and then automatically phases into the next slide.**
- * This way you will speak for **6 minutes 40 seconds** in total. If it exceeds this, we will cut you short.
- * There is no Q&A. People will approach you at interval and after the event.
- * If you are going to show a movie, do a dance, recite a poem or just do what you do best, make sure it fits into our 6 minute 40 second format.
- * Keep your slides simple. Visual presentations (pictures or graphics) work best. **Too much text is a no no.**
- * We show single slides, no effects or animations. A slide comes on. 20 seconds later, it goes off. No type or bullets phase in or out.
- * **Practice at home.** You won't believe how quick (or how long) 20 seconds is.
- * Sound can be problematic. Sound cannot be applied to multiple slides.
- * Use high resolution pictures if possible. Pictures taken off the internet do not project well.
- * Your presentation should be supplied to us in **MS PowerPoint**.
- * Do not embed movies into your slides. Movies must be supplied separately. Notify us of the movie.
- * **Widescreen format is not accepted.**
- * Alternatively, you can give us **20 high resolution jpegs**. Number the jpegs in the order of your presentation.
- * Try and keep the pictures landscape (wide) as opposed to portrait (tall).
- * **Label the presentation with your name.** This way, no mix ups.
- * If your application is successful, **your final 20 slide presentation must be with us NO LATER THAN 1 WEEK** before the event. Any later, and you won't get to speak.
- * Your PechaKucha team member can help you and give you guidance.
- * Check out <http://www.buzzmaven.com/2010/03/pucha-kucha.html> for some tips.