



Presenting at InfoShare

How to Present at InfoShare

All presentations at InfoShare must be approved by the organization's safety department. If you would like to present at InfoShare please inform your safety department and fill out the linked [presentation form](#). If you are presenting in the Business/GA, Cabin, Cargo, Dispatch, Ground, Maintenance, Manufacturer SMS, or Rotorcraft session, you may also contact the co-chair of that session directly to be placed on the session agenda (see information below).

Please note, you will be asked to submit your presentation slides for approval one month prior to the event. The InfoShare Steering Committee will review the presentation files prior to giving approval to present. Once the presentation is approved, you will be notified once added to the agenda.

What You Should Know When Writing Your Presentation

InfoShare attendance has grown, and although we try to provide the largest screens appropriate for our venue, it is not easy to see small text from the back rows of the session rooms. Please keep that in mind when preparing your presentation. See "Guidelines for Creating an Effective Presentation" on the InfoShare website.

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 of your organization. Keep vigilant 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 would like to see the following topics addressed in presentations:
 - Solutions to the presented problems,
 - International aviation safety topics in addition to national safety topics,
 - Interactive presentations,
 - Case studies covering real events and a review of the outcomes and implemented mitigations, and
 - Safety-related information sharing.
- Spell out the **first use** of any non-common acronyms. No need to spell out FAA if you are referring to the Federal Aviation Administration. Attendee feedback reveals that some presentations are difficult to follow without having acronyms spelled out. Some companies may use the same acronym, but the meaning is entirely different.

- 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 time 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 to your presentation (Slido), please contact infoshare@paiconsulting.com. All polling must be requested by 11/1/2024.
- **All PLENARY presentation PowerPoints will be due to the planners no later than October 14, 2024. Please submit all files to Joe Werner, josephwerner@paiconsulting.com.**

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