



Tips and Best Practices for Professional Presentations

Presentation Handouts

Creating presentation handouts is often an afterthought of the presentation process, but a well-thought out handout may be your best tool toward ensuring your message is effectively communicated. Handouts allow your audience to focus more on what you are saying during the presentation, and serve as a tangible reminder of your content afterward.

When developing your handout, remember:

- Handouts are an excellent way to include pertinent information that you did not have time to cover during your session. Consider offering references and suggestions for further research.
- Strive to create a document that can stand alone. Ideally, your handout should be useful to interested parties who were not present to view the session, as well as audience members who review handouts months later.
- Take the handout creation process seriously. Give yourself enough time to create a professional-looking handout, complete the proofreading process, and make appropriate changes.
- Include your contact information. Your handout serves as a sort of “working business card,” demonstrating your expertise and bringing interested parties back to you for follow-up questions.
- While your entire slideshow should not serve as a standalone handout, it is a good idea to have a few hard copies of your slides available for audience members who may want to follow along in print.
- If you are uploading handouts or slides to the conference website, include copies in more than one format (e.g. Word and PDF).

Resources for Further Exploration

Mitchell, O. (n.d.). [13 best practice tips for effective presentation handouts](#).