

Pecha Kucha Presenter Guide

“Chit-chat” in Japanese, Pecha Kucha is a fast-paced presentation format built around one simple constraint: 20 slides, 20 seconds each. No pausing. No going back. Just you and your talk, moving forward. These are some of the most popular sessions of the conference, with many attendees saying they appreciate the fast pace and multitude of presentations (you’ll be one in a group of 6) they hear in one 60-minute session.



20

PowerPoint slides

20 seconds

per slide

6:40

total presentation

The slides don't wait for you. Your PowerPoint must be set to autorun at 20 seconds per slide. A tech volunteer will press play at the start. The deck will not be paused.

DEADLINES & LOGISTICS

Submit your final PowerPoint by 5 October

- We will send a link in September to a Google Drive where you will upload your slides so the AV team can preload them onto the laptops in your assigned room.
- Confirm your PPT deck is set to autorun at 20 seconds per slide before submitting.
- The PK volunteer committee will review all submissions for technical compliance.
- Upload resources for attendees in Whova after the speaker center opens (optional).

DAY-OF TIMELINE

- 15 min • **Arrive Early**
Check in with the session chair (assigned by the ILA) and tech volunteer. Do a quick run-through of the session order and confirm your file loaded correctly.
- Start • **Session Chair Introduces You**
The volunteer session chair will introduce each presenter. Get ready, the tech volunteer presses play immediately after you are introduced.

- 6:40 • **Your Presentation Ends**
Deck stops automatically. Step back and let the next presenter take the floor.
- After all 6 PKs • **Group Q&A**
Chair moderates audience questions for all presenters together at the end.

TIPS FOR A GREAT PECHA KUCHA

Lead With Images, Not Text

Each slide is on screen for 20 seconds. Dense text will lose your audience. Use striking visuals; your voice will carry the content.

Arc Your Story

The best Pecha Kuchas have a clear narrative arc: a beginning that hooks, a middle that builds, an ending with a memorable takeaway.

Rehearse With Autorun On

Practice with autorun on. Your pacing will feel completely different when you can't control the slides. Aim to finish each a second or two early.

One Idea per Slide

Resist the urge to cram. If a slide needs two ideas, it needs to be two slides. Clarity beats completeness every time at this pace.

Script It

20 seconds goes by faster than you think. Know what you're going to say for each slide. Roughly 45 to 50 spoken words fit comfortably into a 20-second window. Scripting 900–1,000 words for the entire PK prevents rushing.

Embrace the Constraint

Audiences love the energy of a well-paced Pecha Kucha. Trust the format and have fun!

RESOURCES & EXAMPLES

→ How to Do a Successful PECHA KUCHA Talk https://www.youtube.com/watch?v=WLqySLPTdNE
→ How to make a Pecha Kucha https://youtu.be/32WEz3MLFhw?feature=shared
→ Ann Marie Klotz, "A High Heel in the Door" (ACPA) https://youtu.be/XO3nLXpO3II?feature=shared
→ Paul Brown, "Your Professional Network is Powered by Bacon" (ACPA) https://www.youtube.com/watch?v=2D3iVaDvJJ4
→ Lise Mathieu's Pecha Kucha, "Health Care Is About Leadership" (Health Talks). Note: Each slide is only shown for a few seconds in the recording. https://youtu.be/HEMo6_hHKo4?feature=shared
→ Project Management Storytelling with PechaKucha (Association for Project Management) First PK starts at about 7:30, but there's interesting info prior. https://www.youtube.com/watch?v=aFCQ2Hqw7Nw
→ My Leadership Journey (so far) https://www.pechakucha.com/presentations/my-leadership-journey--so-far-