

PPT – Powerful Presentation Techniques

Selected Resources



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With an estimated 30 million presentations and \$252 million spent in wasted time daily, the importance of effective presentation tools and skills are essential for organizations of all sizes.

To help you with this challenge, you'll find this compilation of articles, PowerPoint and presentation skills related resources useful. The resources have been put together for my PPT Workshops, web seminars and consulting engagements and to share with readers of [PPT – Powerful Presentation Techniques](#).

Please [e-mail me](#) with any additions or changes you'd recommend for the list.

Articles

- The Cognitive Style of PowerPoint (Essay), Edward Tufte, Graphics Press, 2003
http://www.edwardtufte.com/tufte/books_pp
- "Death by PowerPoint", Angela Garber, Small Business Computing, 4/1/01
<http://www.smallbusinesscomputing.com/biztools/article.php/684871>
- "Death by PowerPoint – Giving Better Presentations"
<http://blogs.msdn.com/officerocker/archive/2006/07/21/presenting.aspx>
- "8 mistakes when creating PowerPoint Presentations", SympleByte, 1/16/06
http://www.symplebyte.com/microsoft_office/powerpoint/powerpoint_biggest_mistakes.html
- "Strategy Matters: Eight Great PowerPoint Myths", Nilofer Merchant, BMighty, 5/15/08
<http://www.bmighty.com/ebusiness/showArticle.jhtml?articleID=207800206>
- "Giving Effective PowerPoint Presentations", Scott Stratten, About.com
<http://sbinfoCanada.about.com/cs/management/qt/powerptpres.htm>
- "Grist: More Power than Point", Inc, Adam Hanft, 8/03
<http://www.inc.com/magazine/20030801/ahanft.html>
- "How to Wow them Like Steve Jobs", Business Week, 4/6/06
http://yahoo.businessweek.com/smallbiz/content/apr2006/sb20060406_865110.htm
- "How to PowerPoint Like a Pro", Business Week, 6/2/06
http://www.businessweek.com/smallbiz/content/jun2006/sb20060602_100148.htm
- "How Your Audience's Brain Works", Carmine Gallo, Business Week, 7/8/08
http://www.businessweek.com/smallbiz/content/jul2008/sb2008077_229638.htm
- **"Ich Bin Ein Presenter", Paul Gibler, Wisconsin Technology Network, 9/23/08**
<http://wistechnology.com/articles/5052/>
- "In Defense of PowerPoint", Don Norman
http://www.jnd.org/dn.mss/in_defense_of_powerp.html

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- “It’s the story, stupid. Don’t let presentation software keep you from getting your story across”, Doc Searls, 8/16/98
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- “Keynote like a Pro”, Jeff Wuorio, Business 2.0, 4/03
http://money.cnn.com/magazines/business2/business2_archive/2003/04/01/339832/index.htm
- “Learning to Love PowerPoint”, Wired, 11/03
<http://www.wired.com/wired/archive/11.09/ppt1.html>
- “Making Your (Power) Point”, Inc, 5/06
<http://www.inc.com/magazine/20060501/handson-marketing.html>
- “Now That We Have Your Complete Attention”, Fast Company, Feb/March 97
<http://www.fastcompany.com/magazine/07/124present.html>
- “PowerPoint is Evil”, Edward Tufte, Wired, 9/03
<http://www.wired.com/wired/archive/11.09/ppt2.html>
- “Presentation Skills for Emergent Managers”, Gerard Blair
<http://www.see.ed.ac.uk/~gerard/Management/art1.html>
- “Presenting Smart: What Story Do Your Graphics Tell”, John Windsor, 6/6/08
http://www.presentations.com/msg/content_display/presentations/e3ib5821482a13c514f3e77556453547597
- “Making a (Power) Point of not Being so Tiresome”, Claire Hoffman, LA Times, 4/19/06
<http://www.latimes.com/business/la-fi-powerpoint19apr19,0,5705385,full.story>
- “PowerPoint and Video: Part 1”, Geetesh Baja, InDesign, 6/18/04
<http://www.indezine.com/products/powerpoint/ppvideo.html>
- “Really Bad PowerPoint”, Seth Godin, 1/29/07
http://sethgodin.typepad.com/seths_blog/2007/01/really_bad_powe.html
- “Stop Your Presentation before it Kills Again”, Creating Passionate Users Blog, 6/05
http://headrush.typepad.com/creating_passionate_users/2005/06/kill_your_prese.html
- “Survey Shows How to Stop Annoying Audiences with Bad PowerPoint”, Dave Paradi, PPT Lifeguard,
http://www.communicateusingtechnology.com/articles/pptsurvey_article.htm
- “The 10/20/30 Rule of PowerPoint”, Guy Kawasaki, 12/30/05
http://blog.guykawasaki.com/2005/12/the_102030_rule.html
- “Thinking and Communicating with Pictures”, Sun Microsystems Blog, 7/15/08
http://www.sun.com/solutions/smb/guest.jsp?blog=dan_roam
- “Using Digital Video in PowerPoint”, PCMagazine, 10/5/04
<http://www.pcmag.com/article2/0,1759,1647030,00.asp>

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- “What is Good PowerPoint Design?”, PresentationZen, 9/5/05
http://www.presentationzen.com/presentationzen/2005/09/whats_good_powe.html
 - Aggregation and Rating of Articles on PowerPoint
<http://tc.eserver.org/dir/Articles/Presentations>
-

PowerPoint & Presentation Skills Related Websites & Blogs

- About Guide to Presentation Software – <http://presentationsoft.about.com/>
- Beyond Bullets – <http://www.beyondbulletpoints.com/>
- Bill Dilworth – <http://billdilworth.mvps.org/>
- Brainy Betty PowerPoint Tips – <http://bettypowerpoint.blogspot.com/>
- Breaking Murphy’s Law (Leo Potts) – <http://www.breakingmurphyslaw.com/>
- Dave Paradi’s PowerPoint Blog – <http://pptideas.blogspot.com/>
- Death to Bad PowerPoint – <http://power-points.blogspot.com/>
- Eli Journals – <http://www.elijournals.com/index.asp> (training CDs and Publications)
- Indezine – <http://www.indezine.com/products/powerpoint/index.html>
- Information Aesthetics – <http://infosthetics.com/>
- Internet 4 Classrooms: Microsoft PowerPoint – http://www.internet4classrooms.com/on-line_powerpoint.htm
- MasterViews effective PPT for International Audiences – <http://masterviews.com/>
- Microsoft PowerPoint – <http://www.microsoft.com/office/powerpoint/default.asp>
- More than PowerPoint – <http://www.maniactive.com/states/blogger.html>
- onPPT – <http://www.onppt.com>
- PowerPoint FAQ’s – <http://www.rdpslides.com/pptfaq/>
- PowerPoint Workbench – <http://www.pptworkbench.com/>
- Powerpointed – <http://www.ppted.com/>
- PowerPoint Graphics Glossary – <http://www.presentationpictures.com/powerpoint-glossary.htm>
- PowerPoint Tips Blog – http://www.ellenfinkelstein.com/powerpoint_tip.html
- PPTools – <http://www.rdpslides.com/pptools/index.html?referrer=pptfaq>
- **PPT – Powerful Presentation Techniques** – <http://www.connectingdots.typepad.com/ppt>
- Presentation Coach – http://presentationcoach.typepad.com/presentation_coach/
- Presentation Pointers – <http://www.presentation-pointers.com/>
- Presentation Professor – <http://www.professorppt.com>
- Presentation Zen – <http://presentationzen.blogs.com/presentationzen/>
- Presentations.com Speaking Tips –
http://www.presentations.com/presentations/delivery/speaking_archive.jsp
- Presenters Online – <http://www.presentersonline.com/>
- Presenters University – <http://www.presentersuniversity.com/index.php>
- Slideology – <http://slideology.com/>
- Sooper PowerPointless – <http://sooper.org/misc/ppt/>
- Speech Tips – <http://www.speechtips.com/>
- Toastmasters – <http://www.toastmasters.org/default.aspx>
- Tony Ramos PowerPoint Blog - <http://tonyramos.com/Presentations%20Weblog.htm>
- The PowerPoint Blog – <http://www.pptblog.tlccreative.com/>
- Visual Being – <http://www.visualbeing.com/>

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Selected Resources

Cartoons

- Andertoons – <http://www.andertoons.com/>
 - BetterCartoon – <http://www.bettercartoon.com>
 - Cartoonbank (New York Times)– <http://www.cartoonbank.com>
 - CartoonStock – <http://www.cartoonstock.com/directory/p/powerpoint.asp>
 - Glasbergen (Business & Computer) – <http://www.glasbergen.com/cat.html>
 - Ted Goff Newsletter Cartoons – <http://www.newslettercartoons.com/index.html>
 - Tom Fishbourne (Brand Camp) – <http://www.skydeckcartoons.com/>
-

Clip Art & Stock Photography (Free & Fee)

- Ablestock – <http://www.ablestock.com/en/>
- Acclaim Images – <http://www.acclaimimages.com>
- Animation Factory – <http://www.animationfactory.com/>
- Awesome Presentation Pictures – <http://www.presentationpictures.com/index.htm>
- Bondstreet Images – <http://www.bondstreet.com>
- Clipart.com – <http://www.clipart.com/en/index>
- Corbis Royalty Free Shop – <http://pro.corbis.com/rfshop/default.aspx>
- Deviant Art – <http://www.deviantart.com/>
- Dreamstime – <http://www.dreamstime.com/>
- Digital Juice – <http://www.digitaljuice.com/index.asp>
- EveryStockPhoto – <http://everystockphoto.com/>
- Flickr – <http://www.flickr.com>
- Fotolia – <http://www.fotolia.com/>
- FreeDigitalPhotos – <http://www.freedigitalphotos.net/>
- Free Photos Bank – <http://www.freephotosbank.com/>
- Free Range Stock – <http://www.freerangestock.com/>
- Free Stock Photos – <http://www.free-stockphotos.com/>
- Getty Images – <http://creative.gettyimages.com/source/frontdoor/DefaultRfLanding.aspx>
- GospelGifs – <http://www.gospelgifs.com/>
- iStockPhoto – <http://www.istockphoto.com>
- Image After – <http://www.imageafter.com/>
- Microsoft Design Gallery – <http://dgl.microsoft.com/>
- MorqueFile – <http://www.morquefile.com>
- Photocase – <http://www.photocase.com/Default.asp>
- Photospin – <http://www.photospin.com/>
- Photos to Go – <http://www.photostogo.com/default.asp>
- Photos.com – <http://www.photos.com/en/index>
- PointClips – <http://www.pointclips.com>
- Pixel Perfect Digital – http://www.pixelperfectdigital.com/free_stock_photos/
- Shutterstock – <http://www.shutterstock.com/>
- Stock.xchng – <http://www.sxc.hu/>
- StockXpert – <http://www.stockxpert.com/>
- Veer – <http://www.veer.com/>



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Selected Resources

Royalty Free Music & Audio Clips

- CSS Music – <http://www.cssmusic.com/>
- Fresh Music Library – <http://www.freshmusic.com/>
- Freeplaymusic – <http://www.freeplaymusic.com/>
- Music Bakery – <http://www.musicbakery.com/>
- NEOSounds - <http://www.neosounds.com/>
- Opuzz – <http://www.opuzz.com>
- Royalty Free Music – <http://www.royaltyfreemusic.com/>
- Sound Dogs – <http://www.sounddogs.com/start.asp>
- Sound Ideas – <http://www.sound-ideas.com/>
- Shockwave-Sound – <http://www.shockwave-sound.com/>
- Unique Tracks – <http://www.uniquetracks.com/>
- Web Places – Sound Clip Reviews – <http://www.webplaces.com/html/sounds.htm>

Stock Video Footage

- A Luna Blue - <http://www.alunablue.com/>
- Revostock – <http://www.revostock.com>
- Shutterstock – <http://footage.shutterstock.com/>
- Thought Equity Motion – <http://www.thoughtequity.com/video/bin/Footage~Presentation+Store.do>

Templates

- Awesome PowerPoint Backgrounds – <http://www.awesomebackgrounds.com>
- Crystal Graphics – <http://www.crystalgraphics.com/default.asp>
- GraphicsLand – <http://www.graphicsland.com/powerpoint-templates.htm>
- MyBackgrounds – <http://www.mybackgrounds.com/powerpoint.htm>
- PowerBacks – <http://powerbacks.com/>
- Powered Templates – <http://www.poweredtemplates.com/ppt-powerpoint-design-templates.html>
- PowerFinish – <http://www.powerfinish.com/>
- Presentation Café – <http://www.presentationcafe.com/>
- Presentation Load – <http://www.presentationload.com/powerpoint-templates/>
- PresentationPro – <http://www.presentationpro.com/>
- Profound Backgrounds – <http://www.profoundbackgrounds.com/>
- Template Ready – <http://www.templateready.com>
- TemplatesWise – <http://www.templateswise.com/>

Fonts

- Chank – <http://www.chank.com>
- Font101 – <http://www.font101.com>

Quotes

- Bartlett's Quotations – <http://www.bartleby.com/100/>
- Brainy Quote - <http://www.brainyquote.com/>
- FamousQuotations – <http://www.famous-quotations.com/>
- Great Quotes – <http://www.great-quotes.com/>

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- Quotation Reference – <http://www.quotationreference.com/>
 - Quotations Page – <http://www.quotationspage.com/>
 - Quote Lady – <http://www.quotelady.com/>
 - Quoteland – <http://www.quoteland.com/>
 - Wikiquote – <http://www.wikiquote.org/>
 - Yahoo! Directory of Quotes – <http://dir.yahoo.com/Reference/Quotations/>
-



PowerPoint Software and Add-ons

Compression Software

- NxPowerLite – <http://www.nxpowerlite.com>
- PowerPressed – <http://www.powerpressed.com/default.asp>
- PowerShrink – <http://www.powershrink.com/>
- PPT Minimizer – <http://www.pptminimizer.com>

Graphics

- AllCapture – <http://www.allcapture.com/eng/index.php> (capture screen in real time)
- Crystal Graphics PowerPlugs – <http://www.crystalgraphics.com/presentations/main1.asp>
- EzPaste – <http://www.ezpaste.net> (automated copy/paste of Excel data/charts to PPT)
- Graphicae – <http://www.graphicae.com/>
- Perspector – <http://www.perspector.com> (3D Graphics)
- PrezVizion – <http://www.prezvision.com/en> (3D multi-media)
- SmartDraw – <http://www.smartdraw.com>
- SnagIt – <http://www.techsmith.com/screen-capture.asp> (online screen capture)
- Vox Proxy – <http://www.voxproxy.com/> (animated characters)

iPod Presentation Tools

- iPresent IT - <http://www.zaptek.com/ipresent-it/>

Maps

- ClipArt Maps – <http://www.clipartmaps.com>
- Maps for Design – <http://www.mapsfordesign.com>
- Presentation Load – <http://www.presentationload.com/powerpoint-maps/>
- Presentation Mall – <http://www.presentationmall.com/shop/item.asp?itemid=988>
- PresentationMaps – <http://www.presentationmaps.com>

Online Presentation Creation and Sharing

- Empressr – <http://www.empressr.com>
- Flypaper – <http://www.flypaper.net>
- Freepath – <http://www.freepath.com>
- SlideRocket – <http://www.sliderocket.com>
- Slideshare – <http://slideshare.net/>
- 280 Slides – <http://280slides.com/>
- Zoho Show – <http://www.zohoshow.com>

PowerPoint to Flash (SWF)

- FlashSpring – <http://www.activeswf.com>
- Flypaper – <http://www.flypaper.com>
- iSpring Solutions – http://www.ispringsolutions.com/products/ispring_free.html
- Pointecast – <http://www.pointecast.com>

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- PowerCONVERTER Pro – http://www.presentationpro.com/power_converter_pro.aspx
- WildPresenterPro – <http://www.wildform.com>

PowerPoint to Video (AVI)

- PowerPoint 2 Video – <http://www.ppt2video.com/>
- PPT to Video Scout – <http://bytescout.com/ppttovideoscout.html>

PowerPoint Quizzes

- Atrixware PowerPoint QuizMaker 2009 - http://www.atrixware.com/site/subsites/product/pages/powerpoint_quiz_maker.php
- PowerPoint QuizMaker 2009 – <http://www.presentationpro.com/powerpointquiz.aspx>

Presentation Libraries

- PPT Share – <http://www.pptshare.com>
- Presentation Librarian – http://www.accent-technologies.com/products/presentation_librarian.asp
- SlideBoxx – <http://www.slideboxx.com/>
- SlideManager – <http://www.slidemanager.biz>
- SlideExecutive – <http://www.slideexecutive.com/>

SMS (text message) Polling

- Poll Everywhere – <http://www.polleverywhere.com>
- SMSPoll – <http://www.smspoll.net>

Video Download and Conversion (.flv to .mpg)

- Media Converter – <http://www.mediaconverter.org>
- Modify Video – <http://www.modifyvideo.com>
- Vconvert – <http://www.vconvert.net>
- Vixy – <http://www.vixy.net>
- YouTube Converter – <http://www.convertyoutube.com>

Other PowerPoint Tools

- Instant Effects Office FX Presenter – <http://www.instanteffects.com/>
- Impatica – <http://www.impatica.com/imp4ppt/>
- PowerShow – <http://officeone.mvps.org/powershow/powershow.html>

Books – Presentation Skills

- *101 Ways to Captivate a Business Audience*, Sue Gaulke, AMACOM, 1997
- *Bulletproof Presentations: No One Will Ever Shoot Holes in Your Ideas Again!* Michael Campbell, The Career Press, 2002
- *Even a Geek Can Speak*, Joey Asher, Longstreet Press, 2001
- *Fire them Up!* Carmine Gallo, Wiley 2007
- *Give Your Speech, Change the World: How to Move Your Audiences to Action*, Nick Morgan, HBS Press, 2005



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- *I Can See You Naked*, Ron Hoff, Andrews and McNeal, 1988
- *Knockout Presentations*, Diane DiResta, Chandler House Press, 1998
- *Making Presentations*, Tim Hindle, Essential Managers, DK Publishing, 1998
- *Never be Boring Again: Make Your Business Presentations Capture Attention, Inspire Action and Produce Results*, Doug Stevenson, Chandler House Press, 2004
- *117 Ideas for Better Presentations*, Tom Kirby, Executive Speaker, 1/04
- *Point Click & Wow!*, Claudyne Wilder and Jennifer Rotondo, Jossey-Bass/Pfeiffer, 2002
- *Presentation Basics*, Robert Rosania, ASTD Press, 2003
- *The Presentation Handbook: How to Prepare and Make Winning Presentations*, Daria Price Bowman, Adams Publishing, 1999
- *Presentation Skills for Managers*, Jennifer Rotondo and Mike Rotondo, Jr. McGraw Hill, 2002
- *Presentation S.O.S., from Perspiration to Persuasion in 9 Easy Steps*, Mark Wisrup, Warner Business Books, 2005
- *Presentations*, Daria Price Bowman, Adams 1998
- *presentationzen, Simple Ideas on Presentation Design and Delivery*, Garr Reynolds, New Riders, 2008
- *Presenting to Win, The Art of Telling Your Story*, Jerry Weissman, Prentice Hall, 2003
- *Public Speaking for Dummies*, Malcolm Kushner, For Dummies, 2004
- *Speak with Confidence*, Dianna Booher, McGraw Hill, 2003
- *The Complete Idiot's Guide to Public Speaking*, Laurie Rozakis, PhD, Alpha Books, 1999
- *The Confident Speaker*, Harrison Monarth and Larina Kase, McGraw Hill, 2007
- *The Exceptional Presenter: A Proven Formula to Open up and Own the Room*, Timothy Koegel, Greenleaf Book Group Press, 2007
- *The Leader's Guide to Storytelling: Mastering the Art and Discipline of Business Narrative*, Stephen Denning, Jossey Boss, 2005
- *The Quick and Easy Way to Effective Public Speaking*, Dale Carnegie, Pocket, 1990
- *Working the Room*, Nick Morgan, Harvard Business School Press, 2003
- *Writing, Speaking, Listening the Essentials of Business Communications*, by Helen Wilkie, Oxford How to Books, Ltd. 2001

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Books – PowerPoint

- *101 Tips Every PowerPoint User Should Know*, Ellen Finkelstein, 2007 (downloadable e-book)
<http://www.ellenfinkelstein.com/estore/101tips2003.html>
- *Beyond Bullet Points*, Cliff Atkinson, Microsoft Press, 2005
- *Clear and to the Point*, Stephen Kosslyn, Oxford University Press, 2007
- *Cutting Edge PowerPoint For Dummies*, Geetesh Bajaj, , Wiley 2006
- *Fixing PowerPoint Annoyances*, Echo Swinford, O'Reilly Press, 2006
- *Guide to PowerPoint*, Mary Munter and Dave Paradi, Prentice Hall, 2006
- *How to Commit Career Suicide While Inflicting PowerPoint Homicide*, Bill Lane, 2008
<http://www.billlane.org/wp-content/uploads/2008/07/powerpoint-homicide.pdf>
- *How to do Everything with Microsoft PowerPoint 2007*, Ellen Finkelstein, McGraw-Hill Osborne Media, 2006
- *How to Wow with PowerPoint*, Richard Harrington and Scott Rekchal, Peachpit Press, 2007
- *Microsoft PowerPoint 2002, Fast & Easy*, Coletta Witherspoon, Premier Press, 2001
- *Microsoft PowerPoint 2007 Bible*, Faith Wempen, Wiley, 2007
- *On PowerPoint*, Kathy Jacobs, Holy Macro Press, 2004
- *PowerPoint 2007: The Missing Manual*, O'Reilly, 2006
- *PowerPoint Advanced Presentation Techniques*, Faith Wempen, Wiley, 2004
- *Relational Presentation, A Visually Interactive Approach*, Robert Lane & Chantal Bossé, BookSurge, 2007
- *slide:ology, The art and Science of Creating Great Presentations*, Nancy Duarte, O'Reilly Media, 2008
- *Solving the PowerPoint Predicament: Using Digital Media for Effective Communication*, Tom Bunzel, Que, 2006
- *Step by Step Microsoft PowerPoint 2003*, Online Training Solutions, Microsoft Press, 2003
- *Teach Yourself Visually Microsoft PowerPoint 2007*, Lisa Bucki, Visual, 2005
- *Why Most PowerPoint Presentations Suck*, Rick Altman, Perfect Paperback, 2007

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About Paul J. Gibler, MBA

- e-Business and e-Marketing experience since 1996
- Founder, Digital Brand Strategist and Principal Consultant CONNECTINGDOTS® higher resolution marketing
- 25+ years experience in B2B, B2C, health care, life sciences, financial services and adult education

Corporate experience – 17 years in a range of sectors and companies

- Director of Global Marketing Communications – Biotech firm
- Marketing Communications Manager – Medical Device & Pharmaceutical Firms
- Marketing Manager – Financial Services firm
- Channel Manager – Pharmaceutical firm

Adult education – 7+ years experience in adult education (live and online)

- *Adjunct Faculty* – University of Wisconsin Milwaukee, Platteville, Whitewater & Marquette University
- *Speaker* – e-marketing and presentation skills topics around the country

Contributor – online e-business and marketing discussion groups

Consultant – 7+ years in B2B, B2C in a range of sectors

Author

- Monthly column, *Buzz Networks* on Wisconsin Technology Network
<http://wistechnology.com/search/?i=1&q=column:%22Buzz%20Networks%22>
- 2 blogs – [the Web Chef's e-Bytes](http://www.connectingdots.typepad.com/thewebchef) (<http://www.connectingdots.typepad.com/thewebchef>)
[PPT – Powerful Presentation Techniques](http://www.connectingdots.typepad.com/ppt) (<http://www.connectingdots.typepad.com/ppt>)

Education

- BS, Marketing/Accounting – The Wharton School, University of Pennsylvania
- MBA, Marketing – University of Michigan

Leader

- International Association of Business Communicators and American Advertising Federation

Disclaimer

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