

# Presenting in an Event

## PowerPoint Guidelines

### **Use a simple PowerPoint template in landscape format**

- Use dark print with a plain light background or light print and a plain dark background.
- Many presenters use a dark blue background and find it effective.

### **Allow for a 1 inch margin on all borders**

- This will ensure that the entire presentation will be visible on-screen.

### **Limit the number of words per slide**

- Try to limit your content to no more than 5 bullets of information per slide.
- Use brief phrases instead of sentences.
- Employ a parallel language structure for your bullets.

### **Keep graphics simple**

- Use simple bold tables like pie charts or bar graphs.
- Avoid complex tables and scatter plots.

### **Select a consistent, simple, clear, and bold font**

- Try to use at least 30-point font for text and 44-point font for headings. Recommended fonts are Arial, Tahoma, and Verdana.
- Avoid italics.
- Use lower case for text.

### **Avoid animations and special effects**

- Use a simple slide transition and avoid sounds, fly-ons, and fade-ins.

### **Other best practices**

- If possible, send a copy of the presentation to participating sites for distribution three days prior to the event; participants appreciate a paper copy of the presentation.
- Have a second medium available in case you encounter a technical difficulty (a hard copy of the presentation and a document camera).
- Include citations for all reference materials you mention in your presentation.