

## **Presentation Guidelines for Speakers**

The Plenary Room will be equipped with the following hardware and software for presentations:

**PC Hardware:** PC Laptop with Intel Centrino processor, IGB Memory and 1024 × 768 at 24-bit color depth Video Controller

**PC Software:** Windows XP Professional, Microsoft Office 2007 (including PowerPoint 2007), Windows Media Player 10.0, QuickTime 7 Pro, Adobe Acrobat Reader 7.0

### **Technical Suggestions For Electronic Presentations**

These suggestions are not meant to deter creativity or use of the best data available, but provide suggestions for optimum results.

**Readability** — Keep in mind that those sitting at the back of the room will have difficulty reading information that is not well formatted. For the benefit of your entire audience, please keep the following tips in mind:

- Graphics should be simple, well designed, and legible.
- Presentations are most readable on a dark background with bright lettering. To make certain your slides are legible, view your slides at a distance of 8–10 feet from your computer screen.
- Avoid using fonts smaller than 24 pt. (these will be illegible from the back of the room). Break up a complex slide into a series of slides. Avoid including critical information at the **BOTTOM** of the slide (which is not always easily seen from the back of the room).
- Devote each graphic to a single fact or idea. Illustrate major points, not detailed data.
- Avoid long or complicated formulas or equations.
- Use the minimum number of words possible in titles, subtitles, and captions.
- Use bold characters instead of fancy type.
- When preparing graphs, avoid more than two curves on one diagram whenever possible. If three or four curves must be used, make certain they are well separated. Label each curve; avoid symbols and legends. Avoid data points unless scatter is important.
- Colored graphs are very effective as color adds interest, attractiveness, and clarity to illustrations. Contrasting color schemes are easier to see.
- An introductory and a concluding graphic can improve the focus of your talk.

**PowerPoint** can display pictures and text generated with the program or inserted from other sources. If the outside source is a sound file over 5 KB or any video file, the original file is not saved within the presentation. Source files meeting these criteria must be available on the computer on which the presentation is going to run. Presenters should copy any source video and sound files to the CD-ROM containing their presentation; when in doubt, include the file. Macintosh LZW compressed .TIFF files may not display correctly with PowerPoint on a PC.

**Fonts** should be standard fonts such as Times New Roman, Arial, or Courier. If non-standard fonts must be used, they should be embedded in the PowerPoint file. We recommend a minimum font size of 24 points.

**Embedded charts, graphs, and object-oriented graphic files** can be difficult to work with. These file types usually are influenced by the version of the program used to create them, often making them translate strangely on a different system. We recommend that charts or graphics be inserted into presentations in a standard graphics format such as .gif, .jpg, or .bmp.

**Movies** saved as AVIs have the best chance of success on a Windows machine. QuickTime's best compression algorithm, the Sorenson CODEC, does not play within PowerPoint. To avoid problems, convert QuickTime files to the Cinepak CODEC, or to AVI or MPEG formats.

**HTML presentations** must consist entirely of portable files (relative links must be used). All data will be copied from the speaker's CD-ROM /Flash Drive to the hard drive of the plenary room laptop. If files are not portable, links between pages could be lost.

**\*\* A Web server or Internet connection will NOT be available,  
so please plan accordingly. \*\***

**Plug-ins or ActiveX controls** cannot be installed at the meeting. If the presentation takes advantage of a function not built into Internet Explorer 6 or the plug-ins mentioned on page one, technical difficulties will arise.