

Oral Presentation Instructions

- Use Microsoft PowerPoint or Adobe Acrobat PDF to aid in delivery of your presentation.
- Projectors and Microsoft Windows-based laptops with Microsoft Office 2007 are provided.
- Prepare a 10 minute presentation to allow time for your introduction and questions from the audience – which are very important – in your 15 minute time slot.
- Practice your presentation beforehand and time it to last no longer than 10 minutes. You should prepare 10-12 slides to present one or two concepts.
- You will upload your presentation in advance of the session; more information will be provided after you register for the symposium.
- Be sure to also bring the presentation on a thumb drive / jump drive to plug into a USB port.

Slide Presentation Development

- Create an initial slide that summarizes the contents of your talk so the audience knows where you are going.
- Items should be bulleted, not full sentences. Avoid reading your talk from the slides.
- Tips for slides
 - Each line should only have 6-10 words
 - Font size should range from 28 to 32 points
 - Do not put text in the bottom ¼
 - Sans serif fonts like Arial or Helvetica are easier to read when projected
 - Avoid using all uppercase letters; it requires more time to read
- Each slide should remain on the screen for at least 20 seconds.
- Presentations are most readable on a dark background (blue, for example) and bright lettering (yellow or white).
- Tables and Graphs:
 - Please explain graphs and charts before discussing (e.g. axes, colors, lines).
 - Tables: Use no more than three to four vertical columns or six to eight horizontal rows.
 - Whenever possible, present data using bar charts or graphs instead of tables.
- Illustrate major points or trends, not detailed data.
- Use the minimum number of words possible in titles, subtitles, and captions.
- For additional information on creating PowerPoint presentations, please see the PowerPoint Tips & Style Guide at <http://www.projectionnet.com/styleguide/index.html>.