Title: A-SSCC 2009 Slide Preparation Guideline

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Outline

- **Background**
- **Page setup**
- **Fonts and colors**
- **General guideline for good slides**
- **Text and figures**
- **Saving and bringing your file**

Background

- **At A-SSCC 2009, electronic projection will be used for all presentations except for student design contest which is poster presentation.**

- **The presentation will be given using PC's provided in the session room. Don't use your own computer.**

- **You can use either PowerPoint 2003 file or PDF file.**

Page setup

- **Set up the slide for 8.5" x 11". Do not use A4 or 35mm slide.**

- **Take 5mm for top, bottom, right and left margins.**

- **All pages should be in horizontal (landscape) format, not vertical.**

- **No logos are permitted except on the title page.**

Fonts

- **Use <u>Arial or Helvetica font in bold type</u>.**
  - **Use sans-serif fonts. Don't use serif fonts, which project poorly. ex. Times New Roman, Century.**
  - **Use 24 points or larger.**
    - **Anything less than 20 points is too small (e.g. 18 point).**
    - **Think about the audience watching your presentation from the back of a large ballroom.**
- **You have to be innovative to limit and reconfigure the contents of a slide to increase the font size.**

Colors

- **All backgrounds must be <u>white with no pattern.</u> Basically text must be in <u>black</u>.**

- **Color may be used only when it adds clarity of the presentation.**

- **Use colors with good contrast.**
  - **Reds and blues are OK. Avoid yellows and light colors, except as a local background in a boxed area.**

Example: color and font choices

- **This text is clear and standard** but if your font is too thin, it won't be visible.

  - This 18-points text is too small.

This combination has good contrast.

This combination will be impossible to see - no contrast.

This combination is not suitable for color-vision deficient people.

General guideline

- **Keep concepts as simple as possible.**
- **Limit each page to one main idea.**
- **Use several simple figures rather than one complex one.**
- **Make duplicate copies of a page if you plan to refer to it more than once.**
  - **Do not plan to go back to a slide.**
- **Rehearse your talk aloud in front of colleagues.**

Text slides

- **Don't use a lengthy sentence. Use a short phrase and a simple sentence.**
  - **Explain with sentences verbally but don't write the sentences on a slide.**

- **Use no more than 8 lines of text per page.**

Graphs and figures

- **Use a minimum line width of 2 points for all lines in drawings.**

- **Fonts embedded in figures should also comply with a guideline for text.**

- **Often, graphical data imported from other programs will have small fonts & thin lines.**
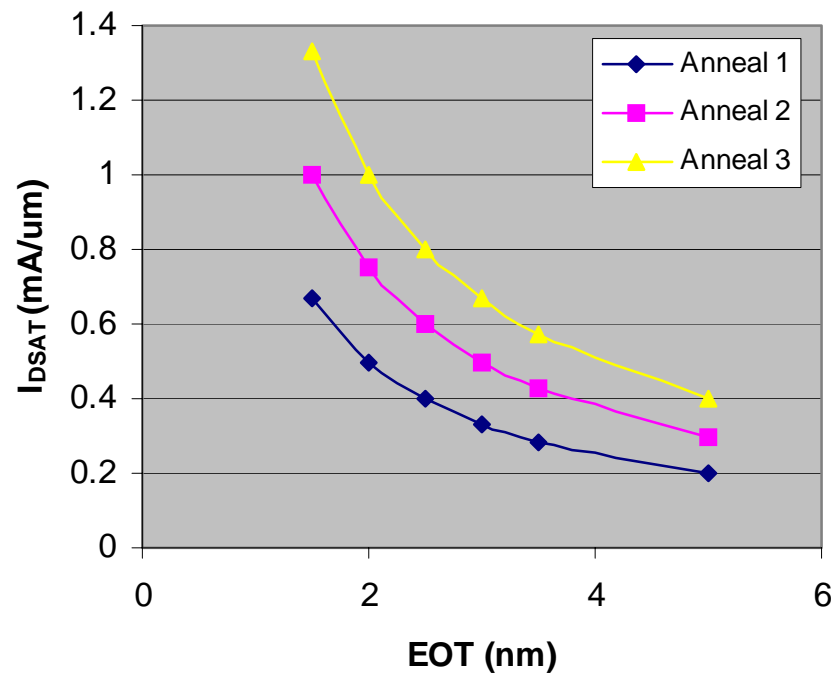 - **Completely redraw if you can't fix this.**

Example of a good figure

- **Simple graph, thick, bold axes, large fonts**
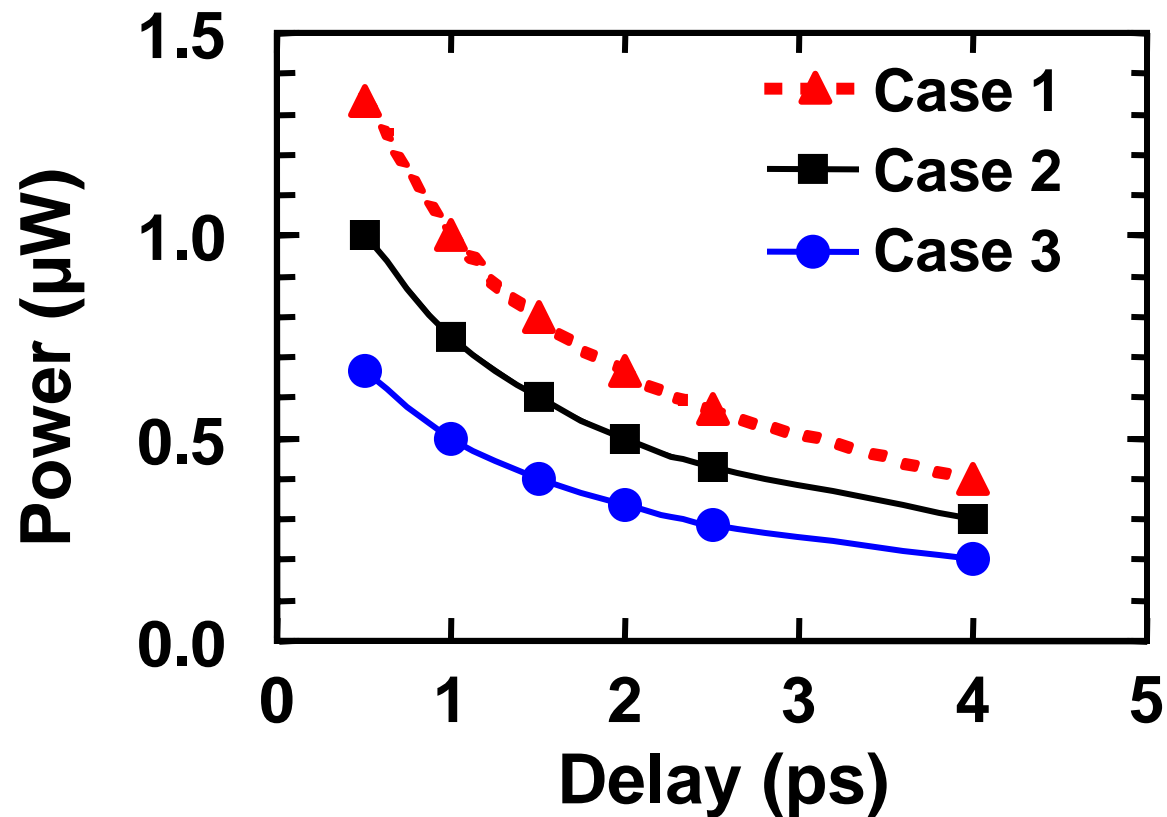
Example of a bad figure

- **Fonts & lines too small**
- **Colors difficult to read**

Saving your file

- **Embed true type fonts in your file.**
  - **Click on "File", "Save As", "Tools", "Options", "Embed True Type Fonts" in PowerPoint.**

- **Save your file with the name pattern.**
  S-P_author_n.ppt or S-P_author_n.pdf
  S: Session number, P: Paper number, n: Version
  Example: 5-3_Smith_1.ppt

Uploading your presentation

- **To enhance the slide quality, send your slide file to your session chair.**

- **Bring the file to the conference using a USB memory.**

- **Read associated documents for important dates, such as a speaker's rehearsal and your session.**