



Guidelines for PowerPoint Presentations

KEEP SLIDES SIMPLE

Remember that the lecture rooms are large, and that those in the back of the room should be able to read the slides as well as those in the front.

To that end:

- Avoid slides that are too text-heavy or too rich in graphics. You should have plenty of white space on your slides.
- Use larger font sizes. 44 for title slides, 28 – 34 for subtitles, and 26 – 32 for text bullets is recommended. When in doubt, err on the larger size!
- Use a sans serif font, such as Arial or Calibri for maximum readability.
- Successful presenters follow the “6X6 Rule” for presentations – no more than six lines of text per slide, and no more than 6 words in each line.

SLIDE CONTENT

You are the star of your presentation, not your slides! The slides should be used to highlight the main points of your lecture, not serve as your script. Please feel free to move away from the podium as you are speaking, but take care not to turn your back to the audience. Avoid reading your slides to our guests.

COLOR, GRAPHICS, AND SPECIAL EFFECTS

- Bright backgrounds may look attractive on your screen, but they are difficult to read from the back of the lecture hall.
- White slides with limited color offer the best readability.
- Medical presentations often include detailed charts that contain data important to the presentation. These are informative, and almost impossible to read, even for those sitting in the front row. If you find that you absolutely have to include the chart, please cut the key point from the graphic and only use that part of the data. If you feel that the audience needs the complete chart as a reference, please bring hard copies with you. We can distribute this to the audience as a handout. Please note that staff will be unable to make copies on site.
- Use images and graphics to reinforce your message, not as space fillers. Images should be high quality and impactful.
- Special effects look impressive initially, but distract the audience from your talk. Simple transitions between slides are always better.

SUMMARY OF KEY POINTS

Remember to provide a “talk highlights” slide at the end of your presentation.

TIMING OF TALK

All presenters should leave at least 5 minutes at the end of the talk for questions from the audience. If your talk is a newer concept or more complex topic, you might consider leaving 7 – 8 minutes. Please refer to your speaker letter for the specific timeframe for your presentation and plan accordingly.

THANK YOU FOR PARTICIPATING IN THIS YEAR’S CONFERENCE! PLEASE CONTACT THE CONFERENCE STAFF IF YOU HAVE ANY QUESTIONS OR IF WE MAY ASSIST YOU IN ANY WAY.