

## Guidelines on preparing a Powerpoint presentation for the 5<sup>th</sup> IDF Mastitis Conference

Your goals as a speaker are to make the audience **understand, remember and act** on your ideas. However, you only have 15 minutes to put your message across. You must communicate your message clearly, and use presentation slides to summarise the main points of your story. Remember that this is an international audience, and many listeners will not have English as their first language.

### Slides are not a script that the presenter reads to the audience!

For this conference, please adhere to the following:

#### Planning

- Keep slides simple – describe major points only
- Apply the ‘rule of seven’ –
  - No more than seven words on a line
  - No more than seven lines on a slide
- Use only Arial and Arial Black fonts
- Use no more than three levels of bullet points
- Font sizes: 40 for titles (or 36 for longer titles); 28 for bullet point level one, 24 for level two and 20 for level three
- Ensure that text in graphics and figures is no smaller than font 16
- Use the guideline of 1 minute per slide, remembering that your presentation must be no longer than 15 minutes
- Ensure that all figures or pictures are copied and pasted in as ‘pictures’ so that data are no longer attached to them (remember to check the fonts in the figures are Arial or Arial Black first)
- Aim for a file size that is no larger than 2 megabytes (absolute maximum is 10 megabytes)
- Save your presentation as a .ppt or .pptx file.

#### Colour

- Generally, it is wise to use a palette of four or fewer colours for an entire presentation
- Use the same colour for similar elements
- Use dark text on a contrasting light background for all of your slides

#### Presenting slides

- Allow the audience to see a slide, then paraphrase it. **DO NOT** read from a slide
- Talk to the audience by facing the front and reading the computer screen, do not face the projector screen and talk to the slides

#### Before the Conference

- Email your presentation to The Conference Company ([idfmastitis2010@tcc.co.nz](mailto:idfmastitis2010@tcc.co.nz)) by Friday 26<sup>th</sup> February 2010 (New Zealand time). **It is absolutely essential that you bring a back-up copy with you to the conference** (USB memory stick or CD).

#### At the Conference

Well before your session time, visit the Speaker Room (with your back-up copy) and make sure your presentation has been uploaded correctly. Presenters may not use their own equipment; this includes computers. Audio-visual technicians will be on hand to assist if you need help.

***Good luck and enjoy the Conference!!***