



## Guidelines for Creating an Effective Presentation

The projectors used for InfoShare sessions are HD quality and our IT department recommends that your PowerPoint slides be sized for **Widescreen (16:9)** format. Go to the *Design* tab and then click on *Slide Size*. Also, using high-resolution photos and videos helps with the clarity of your presentation.

These suggestions may help in preparing your presentation:

- **A minimum of 24 pt. font is recommended.** Remember, the room is large and text in a font smaller than 24 pt. will be difficult to read from the middle and back of the room. Do not recreate the bottom lines of an eyechart!
- **Add another slide instead of overloading a slide.** Too much text or data can overwhelm the limited area of a slide and confuse the eye.
- **Avoid using too many numbers in a table.** This is the same principle as above. Instead of showing all the numbers, highlight the significant numbers (initial, middle, and final) or show the trend.
- **Choose background and text colors that are clear and easy to read.** When projected on screen **dark background colors with white text are easier to read.**
- **Please print and bring a copy of your notes to your presentation.** PowerPoint “presenter mode” may not be available.
- **Spell out the first use of any non-common acronyms.** No need to spell out FAA if you are referring to the Federal Aviation Administration. Attendee feedback reveals that some presentations are difficult to follow without having acronyms spelled out. Some companies may use the same acronym, but the meaning is entirely different.