

# Presentation Guidelines



Session number

Example: Session 4 - 04

**Title of the Paper**

Author names

Address, Contact Information



## Outline

- After your title slide, your next slide should be your Outline Slide
- Briefly tell the audience what you are going to cover
- Cover only the main points on the outline



## Motivation

- After your Outline slide, your next slide should be your “Motivation” Slide
- Briefly tell the audience WHY you are doing your research.
- Sell your audience on why your topic is important and of interest to them...
- Generate interest in your topic...



## Style Guidelines

- Short phrases, not long sentences
- Use **Arial**, or similar sans serif font
- This line uses the Helvetica font
- The rest of the document uses Arial
- **36 Point Titles or larger!**
- **28 point text or larger!**
- Do not use fonts smaller than 28 point, so people in the back of the auditorium can read your slides!



## Style Guidelines Cont'

- Roughly one slide per 1 or 2 minutes of talk
- Each slide should have a title
- 9 lines max on a text slide
- 7 words max per line
- In “File->Page Setup...” window specify:
  - Slides sized for: “On Screen Show”
  - Slide orientation: Landscape



# Contrast

- **High contrast very important**
- Use light lines/text on a dark background
  - Foreground: Black, Red, Blue
  - Background: White
  - Caution: Yellow, Green or light Cyan letters and lines become unreadable when projected



## Presentation Files

- Submit the final presentation file at least **15 min. before** the session
- One file per speaker
- File totally self contained
- **No links to:**
  - Other files
  - The internet



# Presentation Flow

- Title slide
- Outline slide (of your talk, not your paper)
- Motivation
- Detail slides
- Conclusion slide
- Backup slides??

## Transition between slides

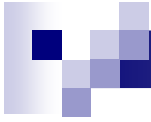
- Slides should display instantly
- No transition effects.
- No slow graphics, fonts and special effects.
- No sound effect.



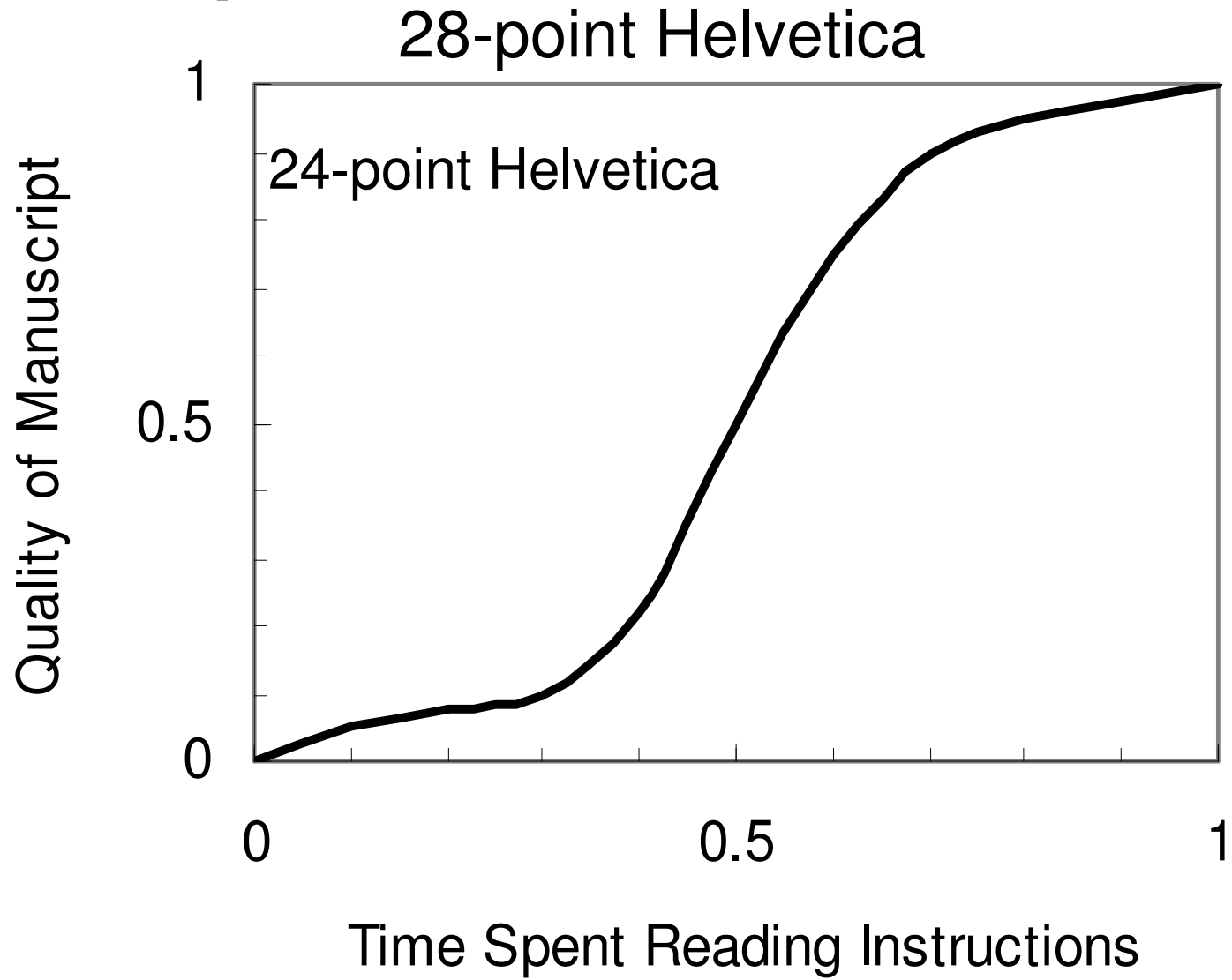


## Figures

- Use figures instead of tables.
- Keep figures simple.
- Eliminate or subdue distracting grid lines.
- Use large font sizes including the numbering on the axes!



# Figure Caption





## Conclusion

- Keep your slides simple
- Use large fonts for high visibility
  - 36 pt for titles
  - 28 pt for details
- High contrast colors
- Highlight, don't detail