

Audio-Visual Presentation Guidelines

PowerPoint Presentations must be received at least 1 week before the Symposium.

Your success relies upon meeting this deadline, as time is needed to download and test your presentation on our computer. *Do not save the presentation as a show*, but as a *presentation*. Mail or FEDEX your PowerPoint presentation on a ZIP disk or CD in time to meet this deadline or send it as an email attachment to Vikram Yadama at vyadama@wsu.edu. If you wish to make other arrangements to send your presentation electronically, please contact Vikram.

Please complete and return the Speaker Form which tells us what equipment you will need. We will provide the computer you will use and a projector, VCR/DVD player, laser pointer, monitor and screen.

Layout and Design Recommendations:

- Refer to the Horizontal Layout at the website for dimensions and font size to use.
- Avoid using extensive graphics when preparing your presentation – oversize files present problems.
- Avoid using *Italics* or too many words per slide.
- Equations: do not type; use an Equation Editor because the equations are then embedded in the presentation as a graphics object. (PowerPoint has an equation editor, which can be inserted as an object).
- Do not cut and paste from other source documents which may result in unrecognizable character generation when using another computer.
- Pie charts, graphs with bars and lines show trends and statistics effectively. Show titles across the top of slides. Simplify the graphs. Less is more. Rule: no more than three or four curves per slide; no more than 4 bars per graph. Use contrasting colors to delineate between categories.
- Provide conversions for unit measurements, either metric or US, in parentheses. Use the Conversion Factors and Measurement Reference tables provided at the website.

Background Suggestions:

- If using color, ensure your work can also be presented in Black and White (PowerPoint enables previewing in B&W). This is especially important for Tech Workshop presentations, which will be printed for participants.
- Avoid complicated backgrounds. Do not exceed four colors per slide. Backgrounds that change from dark to light and back again are difficult to read. Keep it simple. Content is more impressive.
- Dark Backgrounds (blue, teal, or dark green): use white, yellow or light orange lettering.
- Light Backgrounds (white, faded photo): use blue, teal, dark brown or black lettering.

General Reminders:

- Upon arrival, you will be advised of a brief meeting to attend with your moderator and the other speakers of your session.
- Do not prepare more slides than you can present in 30 minutes, allowing for discussion.
- Content: Refrain from including commercial messages, no price discussions, and minimize the use of corporate logos throughout the presentation.
- Rehearse your presentation yourself, especially if someone else prepared it for you.
- Carry your presentation with you on the plane.
- **Any questions, please contact Judy Edmister at 509-335-4683 (edmister@wsu.edu) or Vikram Yadama at 509-335-2262 (vyadama@wsu.edu).**