

## SUGGESTED PRESENTATION GUIDELINES

In the past, the problem of poor presentation quality has been one of the primary complaints from many seminar and conference attendees. The following suggestions are offered to guide you in the preparation of your presentation to ensure maximum quality and readability:

- ◆ **Presentations should be prepared in PowerPoint only.** We are not able to support other programs, such as Macintosh files. Also, we do not support the use of external videotapes. If you wish to use video, it should be embedded in your PowerPoint presentation.
- ◆ The **background color of your slide should be dark with white text, or a light color with black text.** For example, a dark blue background with orange text may not be legible to the audience in the back of the room. Remember – your presentation will be projected on a big screen to the audience in a large room. Too many colors at once may not produce the best quality of slide.
- ◆ The **recommended point size for titles is 36 pt.; the recommended text size is 24 pt.,** with sub-bullets no smaller than 18 pt. Deviating from these sizes will cause your text to be too small to be read from the back of the room, or a title that is too large for the space allocated.
- ◆ There should be a **uniform and consistent look to your presentation.**
  - ◆ Use a similar title and format for each section and slide.
  - ◆ Do not change typefaces from slide to slide. To add variety and/or emphasis to your presentation, italics or boldface type may be used rather than switching fonts.
- ◆ **Try not to “cover the waterfront.”** Comprehension is more important than volumes of data.
  - ◆ Too much information, illustrations or graphics on one slide is confusing.
  - ◆ Each slide should have no more than 5 bullet points on it for maximum readability.
  - ◆ Frame your pages so that the audience will know where to look.
- ◆ The **presentation should be in one “voice,”** and not appear to be taken from multiple sources (unless you cite and quote a source).
- ◆ **All presentations should be paginated and in a horizontal format.**
- ◆ Typographical errors will reduce the impact of your presentation. Be sure to verify the accuracy of your acronyms and any jargon used. **If you are using a lot of acronyms within your presentation, please supply a list of acronyms at the end of your presentation for inclusion in the documentation.**
- ◆ **If you are planning on bringing a back up copy of your presentation to the conference (which we suggest), please bring only “USB” connection thumb drives or a cdrom so we can easily load any updates you may have.**
- ◆ **The preferred method to submit your presentation is via email. If your presentation is extremely large (greater than 5MB), please follow the uploading instructions below.**

**Go to this web site to upload: <http://www.ttcusfiles.com/ttcus/>**

1. Fill out the blanks noted with asterisks\*
2. **Note file name.** (Your Name & What you call your briefing)
3. Select browse button so you can find your file
4. Send File
5. A thank you message will appear and an email notification will be sent alerting us of the file upload.