

# Slide Prep

## Slide Preparation

The quality of your presentation is very important for getting your points across to a large audience. The Conference strives to supply you with the best support in both presentation equipment and assistance. Please read this document carefully before preparing your presentation.

## Rules and Regulations

- All presentations should be made in a version of PowerPoint, OpenOffice or LibreOffice. If this poses a problem for you, you should contact [Kathy Embler](#) and she will provide you with an alternative solution.
- **Use the width to height aspect ratio of most graphics displays is 4:3.** You will get this format by selecting the "File", "Page Setup", "on-screen-show".
- **Your company name and/or logo are only allowed to appear on the title page.**  
Also, minimize the use of product trademarks. Occasionally, a speaker believes that a presentation may be a place to obtain some free advertising for a product or an organization. This is not allowed since this is a technical conference.
- **Do not use recurring text in headers and/or footers.**
- **Do not use any sound effects.**
- **Use large font sizes.** 24 point and higher for regular text and 20 point for descriptive text (text with arrows, etc.).
- Use only lines with a width of at least 2pts. (In more complicated graphs, 1.5 pts. is acceptable).
- Remember that a dark background with lighter content is favorable for projection in large rooms. This is so because a light background over shines thinner lines and characters. The quality of projectors has improved enormously which allows good results with a white background and darker content. Even though that combination is now readable and clear, it tends to be hard on the eye. Non-serif fonts (e.g., Helvetica, Arial) have proven to project significantly better than the serif ones (e.g. Times Roman). We urge you to please try and avoid those.
  - Under certain circumstances we may have to deviate from these general suggestions, as is the case for those presentations that are to be videoed and will be published on the web. We will communicate those specific requirements to the respective presenters directly.
- Make sure to choose a transition mode between each slide, but choose one which does not distract too much (e.g. dissolve, wipe right). Use only one type of transition throughout your presentation. Only consider using a different transition if you are moving onto a completely different subject.
- Use clip-art only if it helps to state the point more effectively.
- Use contrasting brightness levels, e.g., light-on-dark or dark-on-light, in all of your text and diagrams.
- Stay away from using red text or lines on a dark blue background. This combination is very difficult to read as the contrasting brightness level is almost completely equal. For this reason it is also totally undistinguishable for the color blind.
- Use the MS equation editor or MathType to make your formulas.

## Slide Tips (PowerPoint only)

### Make Equations

- Change "style," "size," "define," "format," and "spacing" values directly in the equation editor. From then on all your formulas will adapt to these new settings whenever you open them in the equation editor again. Our preferred settings are as follows:
  - style: "Greek" and "symbol" = "symbol font", the rest all "Arial font" (no bold, no italics)
  - size: from top to bottom: 20-18-15-22-18
  - spacing: top to bottom: 150%-150%-100%-45%-25%-25%
- After getting back into your presentation, you may want to resize the formula with the "format object", "size" command.
- Remove the background in the formulas and recolor them "format object", "picture", "recolor", so that they have the same color as the rest of the text.
- Copy an already made equation to make another one with the same specification.

### Make Strategic Line Breaks

Very often you may want to break off a line at a different spot than where your text box is allowing you to. You can do this by using the "shift -enter" key combination.

### Make Transitions throughout the Presentation

Go to the slide sorter view and select all (ctrl-A). Choose a transition effect in the left top fill in box (choose one from the list you get when clicking the arrow next to it, preferably "dissolve") and hit enter.