



POWERPOINT PRESENTATION GUIDELINES

January 26-29, 2010
Sacramento, California

The information below is to help you format your presentation to maximize visibility for your audience and to support you as needed in developing professional visual aids. Please refer to the Benefits and Conditions of Engagement documents for additional details for submitting your final presentation.

If you wish to use a pre-designed template with 2010 UW&GS graphics, it is available for download on our website at www.unifiedsymposium.org on the Speakers Resources page.

SIZING

- Slides need to be sized for on-screen show with the orientation set for landscape.

FONTS

- Use only standard PowerPoint fonts: Arial, Impact, Tahoma, Trebuchet, Comic Sans. Avoid Times New Roman or other serif fonts.
- Font sizes: slide titles – 40+ points; bulleted text – 32+ points; other text – 28+ points. Use the same for imported tables.

GRAPHICS

- Import graphics and photos in standard .jpg, .gif or .tif formats.
- Evaluate the size of scanned images you import. Your image resolution does not need to be higher than your computer screen.

COLORS

- Use white or bright yellow text on black or dark blue backgrounds or vice versa.
- Avoid reds or greens as they will not project well. Additionally, avoid busy backgrounds and lengthy or animated slide transitions.