Presentation Design Tips

You are **required** to use the Title and Closing Slides provided.

*Remember:* The Session Title may have been edited after your proposal was submitted; please be sure to use the final version, as it appears in your Confirmation.

We recommended using the slide template provided with the Required Title and Closing Slides, but it is not mandatory. Regardless of whether you use the template provided, we ask that you follow these guidelines for designing your presentation:

- Use a single, easy-to-read font throughout. (e.g., calibri or arial)
- Be consistent with type sizes; using one size for headings, a slightly smaller one for subheadings, and another for text. Try to use 30 pt or larger.
- Do **not** use ALL CAPS. Use *underlining* and **boldface** sparingly.
- For slide titles, use light (white or yellow) type on a dark background.
- For slide text, use dark type (blue or black) on a light (preferably white) background
- Keep text to a minimum. Key words and phrases are more effective than full sentences; two or 3 bullets are better than 5 or 6; captions and headings should be brief.
- Don’t assume everyone in the audience is familiar with your content—define key terms and acronyms.
- Avoid animations/transitions.
- Proofread and use spellcheck!
- Charts and graphs can be very effective means of presenting complex information—but don’t try to cover too many data types in a single one.

**NOTE:** The color and clarity of your presentation may appear different on the Conference projection system than they do on your laptop screen; also – your presentation may serve as a handout that participants will access, and probably print, after the conference; be sure to design for both screen and print.