

Oral Abstract Presentation Guidelines

Developing Your Electronic Presentation

Time for presentation : 6+2 minutes

Please develop your electronic presentation using Microsoft PowerPoint.

If you are using PowerPoint on a Macintosh computer, make sure that the presentation runs on a PC.

Follow these general guidelines when creating your presentation:

- Summarize the material on each slide succinctly (Use no more than five to eight lines per slide and five to seven words per line)
- Use upper and lower case lettering, as it is easier to read than all capital letters
- Use one of the following fonts:
- Make tables, graphs and diagrams clear and simple
- Avoid using many colors, patterns and graphics on one slide as this distracts from the content
- Orient all type horizontally, even if on graphs and diagrams
- Use dark background and light fonts.

IF Using Images

- Use Jpeg file format
- Avoid images at a higher resolution than Jpeg or overloading your presentation with images, as this will increase the size of your presentation
- Extremely large images (such as electronic x-ray files) or presentation files could have a problem being properly projected due to operational capacities of some electronic projectors do not use PIC graphics in your PowerPoint presentation
- If using animation:
 - Use simple entry animation effects, such as fly in/out, appear, and dissolve
 - Do not use exit animations
 - Avoid using animation if you are creating a presentation on a Macintosh computer
- If using movies:
 - Use the following formats: MPEG1, MPEG2, MPEG4, or Divx 3/4/5 (Save the movie with a file name extension of .avi or .mpg.)
- Test your movies and presentation on a Windows platform before finalizing your presentation
- Use the lowest possible resolution for the video file to keep the size of the file small and thus avoid any potential for electronic projector capacity problems

Special Note: If you are using a video file in your presentation you must bring that file with you. If you do not have the video accompanying your presentation, your video will not play.

Audio/visual staff will be available onsite at the Preview Room to help you with this process if you encounter any difficulties.

NOTE: ALL PRESENTERS ARE REQUESTED TO UPLOAD THEIR PRESENTATIONS BY 8 AM POSITIVELY IN THE PREVIEW ROOM.