



*see. hear. feel.*

## **Instructions for Presenting & Preparing PowerPoint Presentations**

Every speaker must visit the Speaker Ready Room to upload his or her presentation. Presentations will only be via supplied computers, therefore it is required that your presentation is in electronic format and is transportable to the computers in the session Room. Speakers may bring their PowerPoint presentation on the following formats - CD Rom, DVD, Thumb or Pen drive, Micro-drives, Compact Flash Card, SD Card, Multi-Media Card and Memory Stick. **Speakers must submit their presentation in advance at the specified check in times.**

### **Specific Technical Guidelines are:**

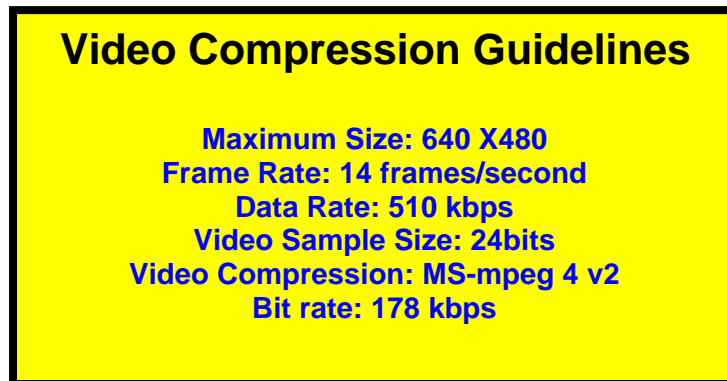
If your presentation is created on a Macintosh, you must save your presentation for presenting on a PC. MACS WILL NOT BE ALLOWED OR SUPPORTED.

1. Presentations will be run from a "Show Computer" in the meeting room.
2. All presentations will be in Microsoft PowerPoint format (unless prior arrangements or instructions have been made or given by the meeting organizers). Supplied computers will be loaded with the latest version of PowerPoint XP and Windows XP, and will read all older versions of PowerPoint.
3. If the presentation is on your computer:
  - a.) You must arrive at the Speaker Ready Room at least 2 hours prior to your presentation. If presenting early in the morning, you must arrive before closing on the prior day.
  - b.) You must have all "parts" of the laptop available (US-110 VAC power cord, universal power adapter, Floppy Drive, or CD Drive, paralleled port or USB network connections, docking station, etc).
  - c.) If the display language of the laptop is not English, you will be required to stay and translate.
  - d.) You must provide passwords or temporarily remove passwords that might hinder technicians from moving your presentation from your computer to the Speaker Ready computer.
  - e.) Always bring a backup copy of your presentation with you to the Speaker Ready Room and your Presentation Room.
4. Technical staff in the Speaker Ready Room will help you preview your finished presentation and assist in making changes once your presentation has been moved to the computer workstations available in the Speaker Ready Room.

# Saving Your Presentation in PowerPoint

1. If your presentation does not have outside animation, videos, graphs, charts, or other files, save to your disk.
2. If your presentation has outside animation, videos, graphs, charts, or other files always use "Pack and Go" or on new versions of PP "Package for CD", both are located under "file" on your PowerPoint toolbar. "Pack and Go" or "Package for CD", will go out and find every file and video used to make your presentation and save it with your presentation. Two files will be created and must be saved together.
3. If you don't use "Pack and Go" or "Package for CD" to save your presentation, create a file folder and save your PowerPoint presentation to this folder along with any animation files, videos, sound files, charts, graphs, pictures or other files used to make presentation. Do not use a sub-folder for any of these files.  
**Note:** You should create this folder first and put all the elements used to make your PowerPoint presentation in it first before you create the PowerPoint presentation.

WE can only accept movies that have been created with standard compression Codec's that are in use by Windows. Save your movie files as AVI's using Cinepak or Mpeg1, Mpeg 2, Mpeg 4 (becoming the standard) or ASF. If you insist on using a CODEC other than ones suggested bring a copy of you CODEC with you so we can load onto our show computers.



**If you have questions contact speaker ready technicians.**

Please be observant of the size of your video files, as a video file can be effective at a lower resolution. We recommend creating your video no larger than 512 X 384 but 640 X 480 resolution is also ok.

Pictures: Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the size of your presentation. Try to avoid overloading your presentation with unnecessary images. **JPG images are preferred file format for inserted images using the PowerPoint "compress pictures" feature.**

Fonts: We can only support fonts that are included in the base installation of Windows. Any other fonts will need to be embedded into your PowerPoint presentation. Using fonts not included in Windows and not embedded in your presentation can lead to words that bleed into graphics or bullets that may be the wrong style. Microsoft provides a utility that can tell you if a font can be embedded. It is located at the following link:

<http://www.microsoft.com/typography/property/property.htm?fname=%20&fsize>.

You can embed the fonts into your presentation by following these steps: Office XP: Click "File", and then "Save As". On the "Tools" drop down menu select "Save Options". At the bottom of the menu you will see an "Embed TrueType Fonts" check box. Check the box. Office 2000 or XP: Click "File", and then "Save As". On the "Tools" drop down menu select "Embed TrueType Fonts".

# Before you leave – Final Preparations:

Save your files to a floppy disk, pen drive, smart media or DVD or CD-ROM. If you create a CD, make sure you close or finalize your session. If this step is not accomplished, you cannot access the CD from another computer; if you used "Pack and Go" or "Package for CD", make sure you save both files. When you arrive at the Speaker Ready Room label your media with the following information:

Your name  
Name of event  
Date & Time of presentation  
File name(s) and meeting room  
Total File Size

***\*\*Be Sure to Have a Backup Copy of Your Presentation With You\*\****

If you are speaking in more than one session, we ask that you put your presentations in separate folders on your disk; labeled clearly as to their intent. Do not put more than one presenter's files on the same disk. Each presenter must have their own disk.

## General PowerPoint Tips

The graphics you project on the screen to support the spoken word should help clarify ideas, emphasize key points, show relationships and provide the visual information your audience needs to understand your message.

Here are a few suggestions:

Keep visuals CLEAR and SIMPLE. Abbreviate your message. Simple graphs, charts and diagrams are much more meaningful to an audience than complex, cluttered ones. (Avoid the "Eye Chart"). **Presentation format selected should be (On Screen Show).**

Avoid the overuse of too many colors, patterns and graphics in one frame. Use a minimum of words for text and title frames. Five to eight lines per frame and five to seven words per line are the maximum - less is better. Upper and lower case lettering is more legible than all capital letters. What looks good on your computer monitor does not look the same on a screen using a projector, the projector screen tends to look washed out.

Vary the size of lettering to emphasize headings and subheadings - but avoid using more than three font sizes per frame. Sans serif type projects better and is easier to read. Try to maintain the same or similar type size from slide to slide - even if some slides have less copy - but avoid a "lonely" word on a slide.

Try to keep all type horizontal to the page; even with charts. Contrasting colors work best. A good rule of thumb: use a dark background color with lighter color for text and graphics or visa versa. Highlight your main point or heading with a dominant color, example: yellow heading, white body copy.

Avoid intensely bright or saturated colors that compete with the text. Keep color scheme consistent throughout your presentation. Changing colors and type styles can be very confusing and distract from your message. Some general options to consider are as follows:

**COOL COLORS:** (most effective background colors - blue, turquoise, purple, magenta, etc.) These colors appear to recede or draw away from the eye — allowing the text to appear more readable. In one study, it was found that the most effective background color for projection is blue.

**GRADUATED BACKGROUNDS:** Backgrounds that transition smoothly from lighter to darker shades of the same hue can be effective. Some software packages will even allow the gradation from one color to another.

**TEXTURED BACKGROUNDS:** In some cases, a textured background can be combined to create an interesting image, but remember that you want the background to be just that — a background. It shouldn't call attention to itself or cause clutter or confusion...it should enhance the foreground data.

**PHOTOGRAPHIC MATERIALS:** In addition to the use of graphics, photographs can provide an excellent means for communication — "one picture is worth..." Combined with simple, straightforward graphics, illustrations, cartoons and artwork — the photos will bring another dimension to your presentation.

**TO BRING IT DOWN TO THE BASICS:** Plan a template using colors consistently, light colored fonts on a dark colored background (maintain your contrast between text and background) and use fewer colors rather than more - no more than 6. Your visual elements communicate more than the information for your presentation; they are part of your style, your flair and should personify part of your personality. Make them clear, make them readable and make them interesting. It will pay off in the long run and ensure that each presentation you make is your best.

**For Questions:  
Southwest Audiovisual, Inc.  
1-800-266-7928  
[av@swav.net](mailto:av@swav.net)  
[www.swav.net](http://www.swav.net)**