

Presenting in an Event

PowerPoint Guidelines



CENTRE FOR FLEXIBLE
TEACHING AND LEARNING

Use a simple PowerPoint template in landscape format

- Use dark print with a plain light background or light print and a plain dark background.
- Many presenters use a dark blue background and find it effective.

Allow for a 1 inch margin on all borders

- This will ensure that the entire presentation will be visible on-screen.

Limit the number of words per slide

- Try to limit your content to no more than 5 bullets of information per slide.
- Use brief phrases instead of sentences.
- Employ a parallel language structure for your bullets.

Keep graphics simple

- Use simple bold tables like pie charts or bar graphs.
- Avoid complex tables and scatter plots.

Select a consistent, simple, clear, and bold font

- Try to use at least 30-point font for text and 44-point font for headings. Recommended fonts are Arial, Tahoma, and Verdana.
- Avoid italics (with the exception of references and quotes)
- Avoid use of underlining
- Use lower case for text.

Avoid animations and special effects

- Use a simple slide transition and avoid sounds, fly-ons, and fade-ins.

Other best practices

- If possible, send a copy of the presentation to participating sites for distribution three days prior to the event; participants appreciate a paper copy of the presentation.
- Have a second medium available in case you encounter a technical difficulty (a hard copy of the presentation and a document camera).
- Include citations for all reference materials you mention in your presentation.