



POWERPOINT PRESENTATION GUIDELINES

NCSHA conference attendees consistently tell us how much value good presentation materials add to the overall success of each panel. NCSHA recommends speakers keep in mind the following tips when preparing their PowerPoint presentations.

- ❖ **Keep it simple.** Abbreviate the message, instead of using complete sentences. Presentation text should provide easy-to-follow memory triggers for your audience. Also, by outlining your thoughts on your slides, you will avoid the temptation to read the presentation to the audience.
- ❖ **Use an appropriate font size.** Although smaller fonts may look fine on your desktop, they may be difficult to read from the back of a large session room. We recommend you do not use a font size smaller than 24 points or larger than 52 points.
- ❖ **Backgrounds can work.** Simple backgrounds are always best. Your background and text colors should be contrasting. If you use a light-colored background, use a dark color for your text. Similarly, if you are using a dark background, use white or another light color for your text.
- ❖ **Textured backgrounds can add style to your presentation.** However, if you are working with dense material, including charts and graphs, texture may make your material harder to read.
- ❖ **Keep graphs, charts, and diagrams as simple as possible.** Simple graphs are easier to absorb quickly. Bar graphs and pie charts are generally easier to process than data tables.
- ❖ **Don't try to fit it all on one slide.** Having more slides with less text on each is better than having dense slides.
- ❖ **Use "spell check."** Typos undermine the credibility of your material.
- ❖ **Keep your time in mind.** Moderators will enforce given time limits to ensure that all speakers are given their allotted time. Limit your presentation to material you can cover within your specified timeframe to avoid forgoing parts of your presentation or rushing through the material too quickly for the audience to process.
- ❖ **Provide a way for people to follow up.** If you include dense data, charts, or text, **please bring copies of your presentation to be distributed to the audience.** Attendees often comment that having something they can take home helps them process and remember the material. It also will be much easier for attendees to follow your presentation if they have a copy.
- ❖ **Go green.** As part of our continuing effort to be green, NCSHA has implemented standards on our session handouts that we ask you to honor: Print handouts on post-consumer recycled paper, double sided, not to exceed six pages.