

PowerPoint Protocol for Large Scale Viewing:

Note to the speakers: Because we view our computer screens at 2 feet and presentation screens at 30 to 60 feet away, we should compensate PowerPoint slides when we show them at such large scale. It's all about formatting, not changing the actual information. The goal is communicating our ideas effectively.

Below are some tips for successful PowerPoint slides:

- 1) Limit each PowerPoint slide to **no more** than one title and five to six lines of support.
- 2) Better to break up a busy slide into three easily read slides, with bigger font sizes (added benefit: more slide changes translate into a more interesting presentation).
- 3) Use font sizes of 25 point or larger.
- 4) Use dark backgrounds and make all fonts a contrasting light color like white or pale yellow. (White backgrounds for PowerPoint slides are not very effective.)
- 5) If you cannot read your slide on your computer from a distance of 10 feet away, we will not be able to do so either on a larger screen in a darkened room.
- 6) Pictures, photos, and large colorful graphs make a great addition to any PowerPoint slide.
- 7) Words show up better if you add drop shadows to text. Use thick lines and large fonts for your plots and tables.
- 8) If in doubt, you may wish to consider asking a graphic design professional or experienced presenter to review your slides for any possible format suggestions.
- 9) A typical pace for a PowerPoint presentation is 1-2 slides per minute. If you have more than 12-15 slides, you should consider whether you can finish in the allotted time. We recommend you rehearse your presentation in front of your colleagues before you come to the meeting to confirm the duration, content, and readability of your presentation.

We thank you for your cooperation and look forward to your presentation.