



## **Instructions for Presenting & Preparing PowerPoint, Keynote and Video Presentations**

Every speaker must visit the Speaker Ready Room to upload and/or check his or her presentation **at least 2 hours** prior to the start of the session. Presentations will only be projected using supplied computers, therefore it is required that your presentation is in an electronic format and is transportable to the computers in the session room.

Speakers may bring their PowerPoint presentation on a Flash/Thumb Drive or other external hard drive. Speakers will be able to access their email and other forms of “cloud” storage in the Speaker Ready Room. In addition to checking into Speaker Ready Room, we recommend that all presenters have a copy of their presentation available with them as a last minute backup.

**All PowerPoint Presentations must be in 16:9 (widescreen).**

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## Specific Technical Guidelines

We accept the following formats: PowerPoint (.ppt, .pptx), Keynote and Video (.mov, .avi, .wmv, .dv, .mpg, .flv, etc.)

1. Presentations will be run from either a PC or Mac “Show Computer” in the meeting room. Supplied computers will be loaded with the latest versions of PowerPoint and/or Keynote.
2. 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.

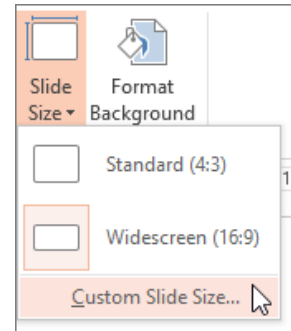
## Saving Your Presentation in PowerPoint

**New This Year:** All PowerPoint Presentations must be in 16:9 (widescreen). In PowerPoint 2013 and 2016, please do the following:

1. First, make sure you're in Normal view (on the **View** tab, click **Normal**). Then open the **Design** tab and click **Slide Size** in the **Customize** group.
2. Click **Widescreen (16:9)**.

For further instructions, please refer to the following link:

<https://support.office.com/en-us/article/Change-the-size-of-your-slides-040a811c-be43-40b9-8d04-0de5ed79987e>



1. If your presentation does not have outside animation, videos, graphs, charts, or other files, save to your disk.
2. If you wish to include videos or images stored on your computer, we request that you **Insert** the media into the PowerPoint Presentation. This will ensure the media stays with the PowerPoint, rather than linking to an external file on your computer. In PowerPoint 2013 and 2016, please do the following:
  - a. In **Normal** view, click the slide you want the video to be in.
  - b. On the **Insert** tab, click the arrow under **Video**, and then click “Video on My PC”.
  - c. In the **Insert Video** box, click the video you want, and then click **Insert**.
3. If you are using an older version of PowerPoint that doesn’t allow you to insert your media directly into the file, please keep the media files readily available. The Speaker Ready Room Technical staff will be available to assist you when you arrive to upload your presentation.
4. More information on adding a video into your presentation is available [here](#). If you need instruction on how to embed a video from YouTube, instructions are available using on the [Microsoft Office website](#).

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## Saving Video Files

**Save your movie files as any of these formats (.mov, .avi, .wmv, .dv, .mpg, .flv). Confirm that all files are functional in the Speaker Ready Room.**

### Video Compression Guidelines:

Maximum Size: 1920 x 1080  
Max Frame Rate: 30 frames/second  
Data Rate: ~850 kbps  
Video Sample Size: 24bits  
Video Compression: Any Modern

**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 1920 X 1080 resolution and 1 GB. Files larger than 1 GB should be broken up into sections.

**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.**

**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>

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## 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.

### 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.

## Other Instructions

**In the event your presentation will not play on a "Show Computer", please follow the steps below.**

- a. You must arrive at the Speaker Ready Room at least 4 hours prior to your presentation with the laptop. If presenting early in the morning, you must arrive before closing on the previous day.
- b. You must have all parts of the laptop available (power cord, power adapter, 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 formatting your computer for use on the podium.
- e. Always bring a backup copy of your presentation with you to the Speaker Ready Room and your Session Room.

If you have any further questions or encounter any issues while creating or uploading your presentation, please come to the Speaker Ready Room. Our technical staff are available to assist you in making sure your presentation runs as smoothly as possible.

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