Computer Projection Presentation Guide

2011 HPS Midyear Topical Meeting

Charleston, SC

This Presentation Provides:

- Information about the computers used at the HPS meeting

- Guidelines for developing a presentation

- Deadlines for submittals of presentations

Projection Computer

- HPS supplies projection computer
- HPS preloads all presentations
- 256 MB RAM
- Microsoft Windows (2007 or later)
- Microsoft PowerPoint (2007 or later)
- Not connected to sound system

Presentation File Requirements

- One file per presentation

- *.ppt format

- File totally self-contained

- No links to:
  - Other files
  - The Internet

Style Guidelines

- Rule of thumb: 1 slide per minute
  - A 15 minute presentation allots only <u>12 minutes</u> for talk, 3 minutes for questions
- Each slide should have a title
- In "File->Page Setup…" window specify:
  - Slides sized for: "On Screen Show"
  - Slide orientation: *Landscape*

Style Guidelines (cont)

- Short phrases, not long sentences

- Use Arial or similar sans serif font
  - This line uses Helvetica font
  - The rest of the document uses Arial

- 36 Point Titles

- 28 point text

Common Problems

Unreadable visual aids is a frequent complaint from attendees. Follow these guidelines to avoid the most common pitfalls:

1. **Too much information** on a single slide. A common mistake is to use reduced font sizes to make room for more words. If you can't read your lettering from 10' away from a laptop display (15' from larger monitors), then most of your audience will have problems.

2. **Bad color contrast**. Colors that look good on your monitor do not necessarily view well when projected.

Special Fonts and Symbols

- Special fonts, symbols, bullets not on projection computer

- Watch out for:
    - Wingdings, Monotype Sorts
    - Scientific symbol fonts, Asian language fonts
    - MS Line Draw

- Can embed TrueType fonts in file:
    - Select "Tools->Save Options->Embed TrueType Fonts" from the dialog box that appears when the "File->Save As…" menu is selected.

Contrast

- **High contrast** very important

- Use *light lines/text on a dark background*
  - Foreground: White, yellow, light cyan
  - Background: Black, dark blue, dark brown
  - Caution: Red, orange or blue lettering and lines become unreadable when projected

Display Speed

- Slides should display instantly

- Do not distract the audience with slow transition effects

- Avoid overuse of slow graphics, fonts and special effects

Transitions Between Slides

- In general, special animation should not be used when changing from one slide to another
  - Usually highly distracting to audience
  - Use only as special attention getter
- Default settings should be:
  - Effect: No transition
 - Speed: Fast
  - Advance: On mouse click

Transitions Between Lines

- Can be highly effective

- Focus attention on a specific line of a slide

- Dim previous lines for more emphasis on current line

- Transitions should be instantaneous

- Be consistent

Presenting Information: Diagrams

- Keep diagrams simple

- Easy to view

- Make text readable

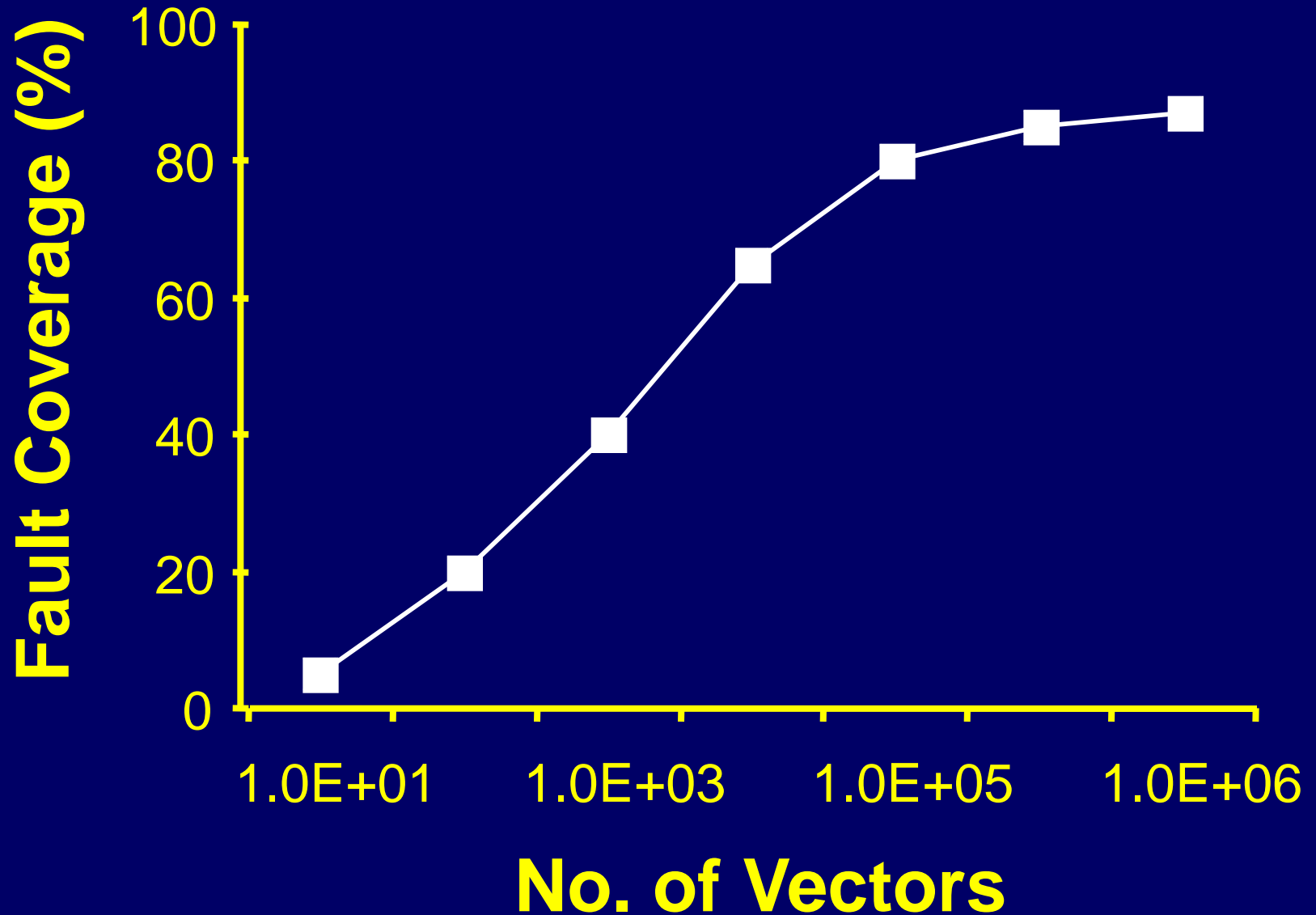- Use all space in rectangle

- Example follows on next slide:

Backplane ASP Connections

Board 1	Board 2	Board 3
ASP	ASP	ASP

PSBM

tdo

tck

tms

tdi

trst
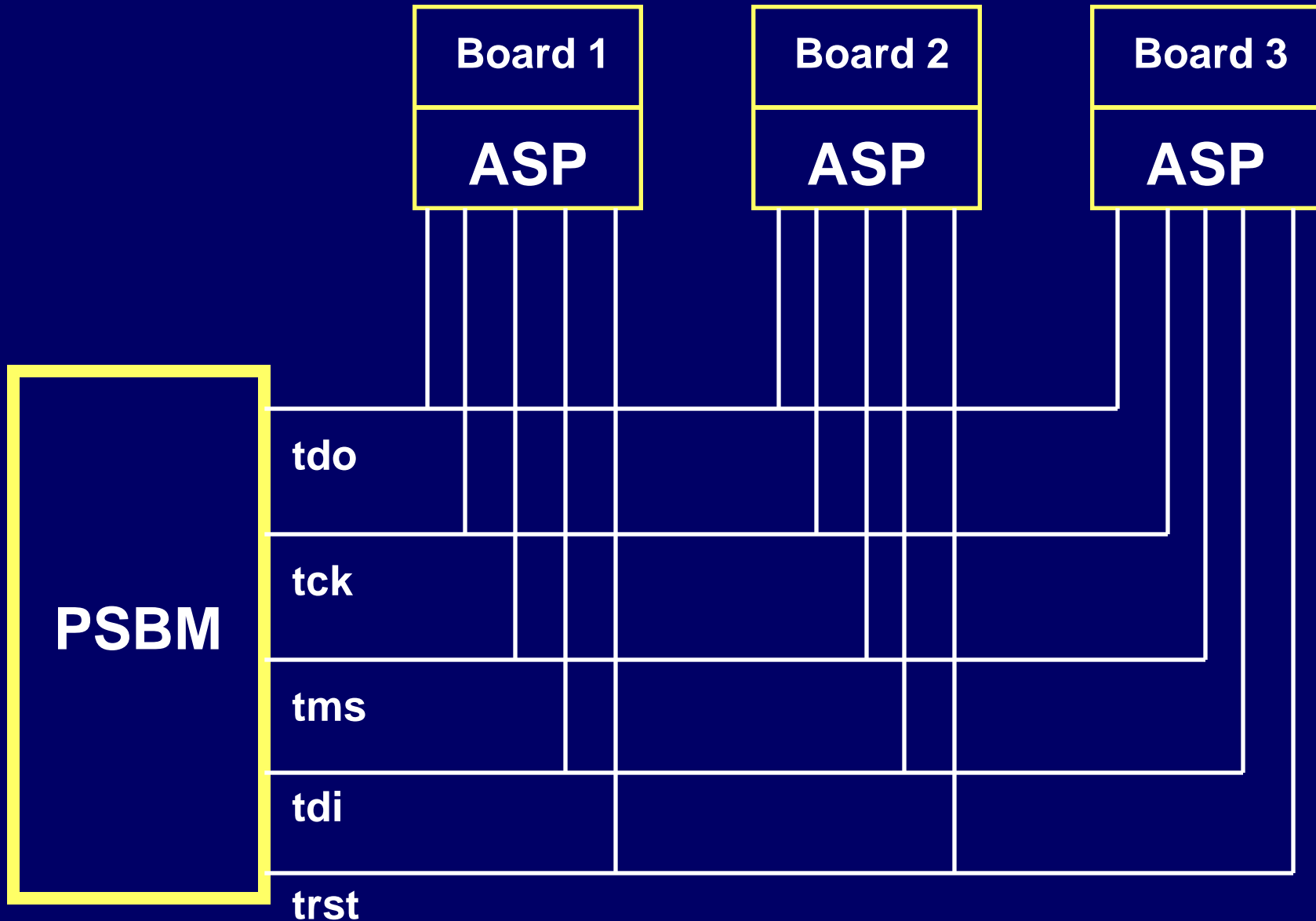
Presenting Information: Graphs

- Keep graphs simple

- Eliminate or subdue distracting grid lines

- Use large font sizes

- Example follows on next slide:

Fault coverage vs. No. of Vectors

Some Bad Examples, or "How to Annoy the Audience"

- Overuse transition effects

- Focus the audience on your slides, not the speaker

- Try to use every feature PowerPoint has to offer

- The next slide shows examples of bad practices that should be avoided:
  - Bad slide layout
  - Improper color use
  - Transition effects gone mad

- *This slide has no title. Titles help guide the audience through the talk. All slides except photographs should have a title.*

- *The type on this slide is too small. It's readable here, but when projected, only the presenter and maybe those in the front rows will be able to read it. Those in the back will be completely lost.*

- USE OF ALL CAPITAL LETTERS OR ITALICS ALSO MAKES SLIDES DIFFICULT TO READ.

- **Use dark backgrounds with light letters!**

- This slide would be easier to follow if indentations were used.

- Don't design your slides to stand alone. They are a guide to your presentation. If they were understandable by themselves, we could just publish them and forget about presentations! Your slides support what you say, they don't replace it.

- This slide has too many words and too many points. Keep your slides under nine lines.

- Distracting transition effects!

Deadlines

- *January 21*: Final version of PowerPoint presentation uploaded

- *February 6-9*: Check in and practice presentations in Speaker Ready Room

- *February 7-10*: Oral presentations at HPS meeting; check your notification for specific day and time of your presentation