

Information for Computer Projection Presentations

Creation of the presentation

- Presentations must be created following the guidelines in “Effective Computer Projection Presentations” attached to this page.
- **The presentation file must be in Microsoft PowerPoint 2000-compatible format.** All presentations will be projected using an IBM-compatible computer running the Microsoft Windows 2000 operating system and Microsoft PowerPoint 2000. Use of similar hardware and software to create or test the presentation prior to submission is encouraged. The computer projector used will have XGA resolution.
- **The presentation file must be named with the presentation number**, i.e., MPM-A.1(.ppt). The presentation number is listed in the Preliminary Program.
- **Each presentation must have the TrueType font(s) used embedded in the file.** Use of fonts which are not standard in Windows 2000 or PowerPoint 2000 may have unexpected results and may cause the presentation to be rejected. Refer to the guidelines in “Effective Computer Projection Presentations” regarding font selection. Pay particular attention to equations created with previous versions of PowerPoint, including Macintosh versions.
- Transitions between “slides” should be consistent, instantaneous, and simple. **Do not use audio or other “special effects”.**
- **No audio or video streaming is permitted.**
- **Avoid animation.** Inclusion of animation will be reviewed on a case by case basis and excessive animation may result in rejection of the presentation.
- **No hyperlinks inside the presentation or to the internet are permitted.** Presentation computers will not be hooked up to the internet. **All graphics in the presentation must be embedded in the file.** No separate files containing graphs or pictures will be permitted.

Note: A sample presentation, available on the HPS website at <http://www.hps.org/documents/sample.ppt> conforms to the requirements established for computer presentations. Review the sample presentation for a suitable example. Appropriate Microsoft PowerPoint 2000 templates are Azure, Bluediag, Fireball, and Neonframe.

- **A back-up set of overhead transparencies must be prepared.** Please note that **No hand written transparencies will be allowed.** This includes computer printed transparencies with hand written annotations or drawings. Transparencies must be labeled with the presentation number and each transparency must be numbered sequentially.

Review of the presentation

- Each presentation must be in a separate file. **Do not combine multiple presentations into a single file.**
- Upload your presentation to the Secretariat web site at <http://burkinc.net/files/HPS>. Files must be named with the presentation number, such as MPM-A.2.ppt. **File names must end in “.ppt”.** File size must be less than 15 Mb. Contact the Secretariat if your file is larger than 15 Mb.
Files must be received before May 3, 2002.
- All presentations must be reviewed by the Program Committee and will be tested on a Windows 2000/PowerPoint 2000 platform. Presentations that do not comply with the requirements listed in this document may be rejected. After review and approval, files will be written to a CD-R disc on May 17, 2002, so no late submissions can be accepted.

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- **No computer projection “slides” which are unreadable from the back of the presentation room will be allowed.** Examples include: slides where the font size is either too small or too thin and slides containing too much text, such as a page of a technical paper reproduced in the presentation.

Delivery of the presentation

- **All presenters must check in** with a member of the Program Committee in the Speaker Ready Room prior to the session presentation.

| Presentation Time | Monday | | Tuesday | | Wednesday | | Thursday |
|-------------------|--------|--------|---------|---------|-----------|-----------|----------|
| | AM | PM | AM | PM | AM | PM | AM |
| Check in Time | Sunday | Monday | | Tuesday | | Wednesday | |
| | PM | AM | PM | AM | PM | AM | PM |

- Presenters using computer projection **must also supply a set of back-up overhead transparencies.** Each transparency must be labeled with the presentation number (i.e., TAM-A.3). Each transparency must be numbered sequentially. These transparencies must be checked in with a member of the Program Committee prior to the session. Transparencies must be left with the Program Committee.
- Presenters will have the ability to review the presentation in the Speaker Ready Room. The presentation file in the Speaker Ready Room is identical to the file that will be used during the presentation.
- **No changes to the computer file previously supplied to the Program Committee are permitted.** Any changes to the file will require that a set of overhead transparencies be used **instead of** computer projection. No mixed media presentations are permitted.
- The computer file will be loaded on a projection computer prior to the session. The file will be launched by a student assistant. The presenter will advance the “slides”. Only a forward/reverse controller will be available. No computer mouse will be available for the presenter’s use. If overhead transparencies are used instead of computer projections, a student assistant will change the transparencies.

Effective Computer Projection Presentations

The following guidelines have been prepared to assist members of the Health Physics Society prepare a file for computer projection for use during annual and midyear meeting technical sessions.

1. **Choose a light colored text (yellow or white) on a dark background (blue, black, or maroon).**
 - Avoid backgrounds with graduated shading where the shades range from light to dark or the contrast between text color and background changes.
 - Consider using pre-designed presentation templates packaged with the presentation software. These designs can be customized for the presentation, but remember, the presentation should be elegant and simple not jarring and flashy.
 - Avoid using designs that have borders around the slide. The border may reduce the space available for text or graphics.
2. **Keep the font size large.**
 - Try to keep the smallest font size used at least 24 point. If the entire visual is reduced to an approximately 2" by 3" rectangle, all type should remain readable at arm's length.
 - Pick a font that is made up of thick vertical and horizontal strokes so that the font doesn't wash out when projected. As a rule, sans serif fonts such as Tahoma, Comic Sans MS, Impact, Arial, Helvetica, and Verdana are easier to read when projected than serif fonts like Times or Courier.
 - A black drop shadow effect may be used on text for additional contrast.
 - A mixture of upper and lower case is more readable than all capital letters.
3. **Keep transparencies simple, neat, and uncluttered**
 - Arrange the text and any associated graphics for maximum effect. Repeated items such as titles or logos should be in the same place on each slide. Graphics such as photos and charts should be sized to dominate the transparency. Don't shrink an important piece of information to display a corporate graphic.
 - Charts, graphs, and diagrams should be simplified as much as possible. Font size must be kept large enough to be read. Lines and symbols must be heavy enough to be visible. Default line weight settings in presentation software are often insufficient. Increase line weight and symbol size for clarity.
 - In keeping with the professional, scientific environment of the meeting, clip art should only be used when it has a direct relationship to the concept under discussion. While skilled and tactful use of humor, cartoons, and clip art livens interest and may reinforce an important point, overuse or inappropriate choices may alienate the audience.
4. **Use text to summarize the main points of the presentation.**
 - Write the slide title as if it was a newspaper headline. The title should be short, direct, and interesting. Each slide should deliver a single specific point. The body of the slide should be limited to five to seven lines. Each line should be limited to six to eight words.
5. **Limit the number of slides.**
 - There should be no more than one slide per minute of presentation. Presentations with a number of slides deemed to be excessive (>20 for a 15 minute presentation or >40 for a 30 minute presentation) will require demonstration that the presentation can be completed in the allotted time.