

# BVZS POWERPOINT PRESENTATION GUIDELINES

(Last updated: 23 June 2017)

## **Aim of the Powerpoint presentation:**

- To provide (audio)visual material to enhance your presentation.

## **Format:**

- Keep it simple, to the point and with a consistent layout.
- Highlight the key points of your presentation.
- Avoid using more than 6 bullet points per slide.
- Keep each bullet point to 1 line if possible.
- Limit animation, and use the same throughout the presentation.
- If using animation, stagger the release of complex information by using the 'appear' function to gradually reveal bullet points.
- Avoid complex visual effects; moving, flashing or dissolving images and graphics are distracting and cause visual distortion.
- Avoid using 'all word' slides, i.e. an entire paragraph on a slide.
- Avoid reading from the slides. Have separate notes of what you want to say during your presentation.

## **Font: readability!**

- The minimum font size is Verdana 24, so that the text will be legible from a distance. Recommended fonts are Verdana, Arial or Tahoma.
- Avoid using more than 2 font types in a single presentation.
- Titles should appear larger than the other text.
- Use bold for emphasis rather than highlighting, underlining or italicising.
- Italics are only used for Latin names, references and highlights.

## **Background:**

- Use a set font and colour scheme (template).
- Avoid colour combinations that may cause visual stress e.g. green and red.
- Avoid slide designs with patterned backgrounds.
- Avoid white writing on a dark background.
- Dark text on a pastel background works best; dark blue text on cream suits many individuals with dyslexia.
- Use the same background throughout your presentation (excepting first and final slide).

## **Figures:**

- Graphs, diagrams, drawings, tables and photos can be used for clarity and summarisation of results.
- Graphs and tables should be readable.
- Anything that is not readable from a distance should NOT be included.
- Use good line width, good colours and readable key words.
- Explanation of any figure should be given by yourself during your presentation.

## **Compatibility:**

- All presentations must be Windows-compatible. Please be aware that we do not as a rule have a Mac/Apple laptop available to run presentations from.

## **On the day:**

- Presentations should follow the time limit specified to you by the BVZS meeting committee.
- Please note, when using videos and/or sound effects, these need to be imported to the presentation laptop together with your presentation. You are personally responsible for ensuring that your presentation works to your satisfaction prior to your session starting.