

# **Title: A-SSCC 2008 Slide Preparation Guideline**

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# Outline

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- **Background**
- **Page setup**
- **Fonts and colors**
- **General guideline for good slides**
- **Text and figures**
- **Saving and bringing your file**

# Background

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- **At A-SSCC 2008, electronic projection will be used for all presentations except for student design contest which is poster presentation.**
- **The presentation will be given using PC's provided in the session room. Don't use your own computer.**
- **You can use either PowerPoint 2003 file or PDF file.**

# Page setup

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- **Set up the slide for 8.5" x 11". Do not use A4 or 35mm slide.**
- **Take 5mm for top, bottom, right and left margins.**
- **All pages should be in horizontal (landscape) format, not vertical.**
- **No logos are permitted except on the title page.**

# Fonts

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- **Use Arial or Helvetica font in bold type.**
  - **Use sans-serif fonts. Don't use serif fonts, which project poorly. ex. Times New Roman, Century.**
  - **Use 24 points or larger.**
  - **Anything less than 20 points is too small (e.g. 18 point).**
  - **Think about the audience watching your presentation from the back of a large ballroom.**
- **You have to be innovative to limit and reconfigure the contents of a slide to increase the font size.**

# Colors

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- All backgrounds must be white with no pattern. Basically text must be in black.
- Color may be used only when it adds clarity of the presentation.
- Use colors with good contrast.
  - **Reds** and **blues** are OK. Avoid **yellow**s and **light colors**, except as a local background in a boxed area.

# Example: color and font choices

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- This text is clear and standard but if your font is too thin, it won't be visible.

This combination has good contrast.

- This 18-points text is too small.

This combination will be impossible to see - no contrast.

This combination is not suitable for color-vision deficient people.

# General guideline

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- **Keep concepts as simple as possible.**
- **Limit each page to one main idea.**
- **Use several simple figures rather than one complex one.**
- **Make duplicate copies of a page if you plan to refer to it more than once.**
  - **Do not plan to go back to a slide.**
- **Rehearse your talk aloud in front of colleagues.**



# Text slides

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- **Don't use a lengthy sentence. Use a short phrase and a simple sentence.**
  - **Explain with sentences verbally but don't write the sentences on a slide.**
- **Use no more than 8 lines of text per page.**

# Graphs and figures

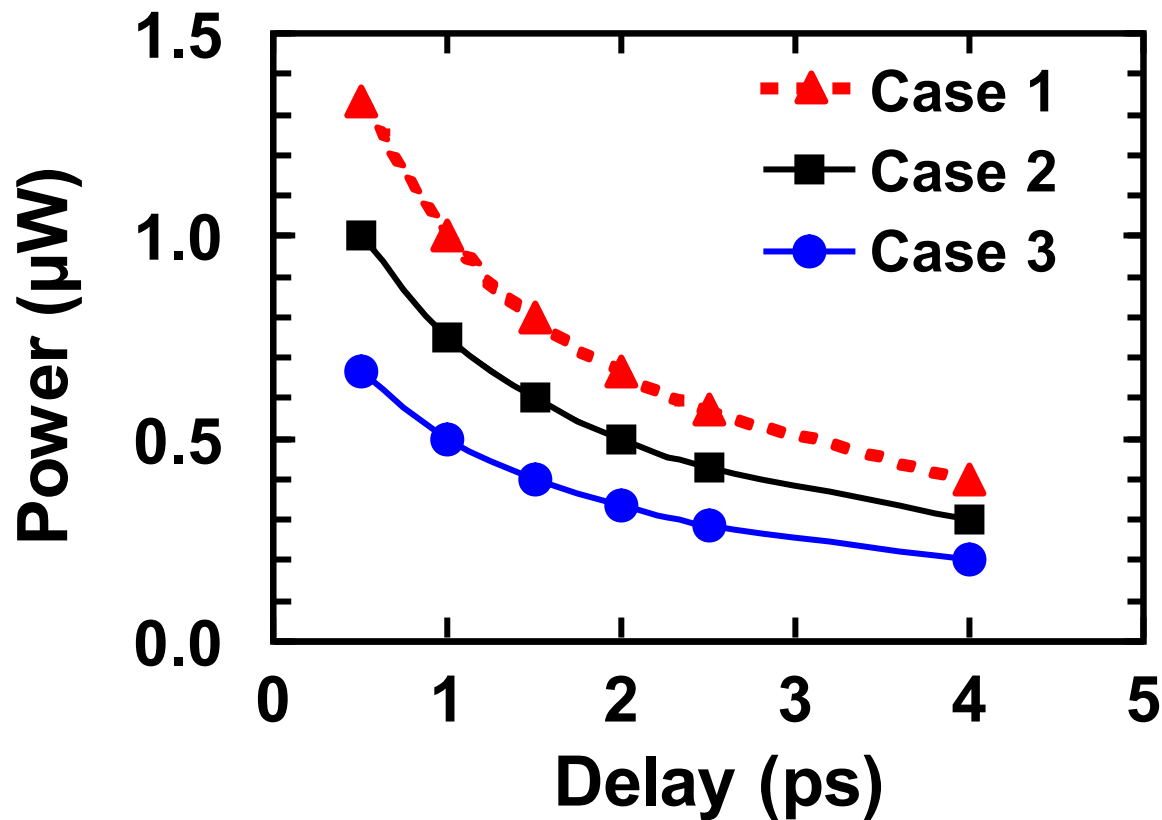
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- **Use a minimum line width of 2 points for all lines in drawings.**
- **Fonts embedded in figures should also comply with a guideline for text.**
- **Often, graphical data imported from other programs will have small fonts & thin lines.**
  - **Completely redraw if you can't fix this.**

# Example of a good figure

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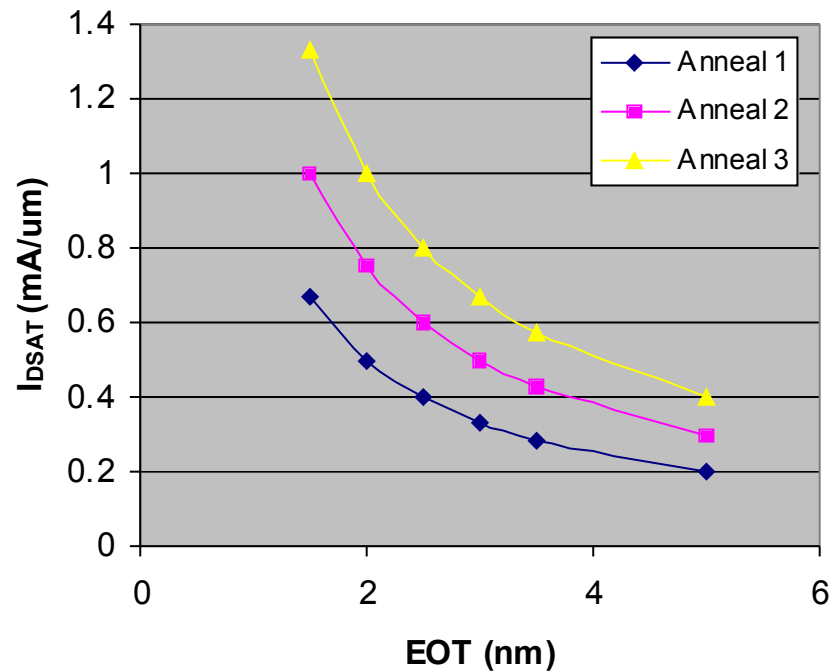
- Simple graph, thick, bold axes, large fonts



# Example of a bad figure

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- **Fonts & lines too small**
- **Colors difficult to read**



# Saving your file

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- **Embed true type fonts in your file.**
  - **Click on “File”, “Save As”, “Tools”, “Options”, “Embed True Type Fonts” in PowerPoint.**
- **Save your file with the name pattern.**
  - S-P\_author\_n.ppt or S-P\_author\_n.pdf**
  - S: Session number, P: Paper number, n: Version**
  - Example: 5-3\_Smith\_1.ppt**

# Uploading your presentation

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- **To enhance the slide quality, send your slide file to your session chair.**
- **Bring the file to the conference using a USB memory.**
- **Read associated documents for important dates, a speaker's rehearsal and a slide check room.**