

## Information for Computer Projection Presentations

**Compatible format.** All presentations will be projected using an IBM-compatible computer running the Microsoft Windows 2000 or later operating system and Microsoft PowerPoint. Use of similar hardware and software to create or test the presentation prior to submission is encouraged; the Program Committee will review and test them prior to the session.

**Submittal:** Presentations can be uploaded to the Secretariat web site at : <http://burkinc.net/hpsAM> **after April 20, 2007.** File size must be less than 15 Mb. Contact the Secretariat if your file is larger than 15 Mb. **All presentations are loaded on to the projection computers prior to the session so you must submit your presentation in advance.**

The presentation computers will not have audio capability. If your presentation requires audio please contact Chris Martel, Program Committee Chair, at [cbmartel@bu.edu](mailto:cbmartel@bu.edu) or (617) 638-7419 as soon as possible to make arrangements.

Presentation computers will not be connected to the Internet, therefore, no hyperlinks inside the presentation or to the Internet are permitted.

Each presentation must have the TrueType font(s) used embedded in the file. Use of fonts which are not standard in Windows or Power Point might not display as intended.

Transitions between slides should be consistent, instantaneous, and simple. Please do not use “gratuitous” animation.

### Presenter Responsibility at the Meeting:

**Check in** at the Speaker Ready Room prior to your session by the specified time:

Presentation Time:	Monday		Tuesday		Wednesday		Thursday
	AM	PM	AM	PM	AM	PM	AM
Check in Time no later than:	Sunday PM	Monday AM	Monday PM	Tuesday AM	Tuesday PM	Wednesday AM	Wednesday PM

If a problem is indicated (such as odd characters or other formatting problems), the Program Committee will help you correct it. Two computers will be available to presenters in the Speaker Ready Room for making corrections or minor modifications. These will be available on a first come, first served basis.

***Note: If you do not check in by the specified time, the Program Committee reserves the right to make corrections to the presentation, including the deletion of slides if a problem cannot be resolved.***

Presentations with an excessive number of slides (>20 for a 15 min. presentation or >40 for a 30 min. presentation) will require demonstration that the presentation can be completed in the allotted time.

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.

The computer file will be loaded on a projection computer prior to the session. The file will be launched by the session chair; the presenter will advance the slides.

## Guidelines for Computer Projection Presentations

The following guidelines have been prepared to assist speakers prepare a file for computer projection for use during technical sessions. See the “2007 Computer Presentation Guide” PowerPoint presentation at <http://hps.org/documents/2007computerpresentationguide.ppt> for more detailed guidance and examples.

### Plan for a 12-minute Presentation.

- A 15-minute presentation is comprised of a 12-minute presentation followed by three minutes for the following: questions and answers, removing the microphone, gathering your materials, and leaving the podium. Plan your time accordingly.
1. **Choose a light colored text (yellow, white) on a dark background (blue, black, maroon).**
    - Avoid backgrounds with graduated shading where the shades range from light to dark or the contrast between text color and background changes.
    - 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.
    - Use humor and clip art carefully. 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 - 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.