

Instructions for Presenters of Talks

Guidelines for Effective Presentations

1. Total time allowed is 10 minutes, so be concise and concentrate on one or two key results!
2. Titles should be 35 – 45 points – make sure each slide has one.
3. Short, concise titles are best.
4. Use only 24 point fonts or larger for body copy.
5. Contrast title and body text by color and font size.
6. Do not use bold, italic and all capital letters too much.
7. Remember that italics are hard to read
8. Keep wording on charts to a minimum – labeling only
9. Make sure charts stand on their own and can be understood
10. Sans serif fonts maximize clarity
11. As a guide, 6 words per bullet, 6 bullets per slide, 6 lines per slide.
12. Each slide should have a title.
13. Keep the color scheme the same throughout the presentation.
14. Include graphics to give readers a break from all the text.
15. In lieu of graphics, use bullets to break up text.
16. Keep fonts, bullets, color, and graphics consistent in the presentation.