

GENERAL REQUIREMENTS FOR ELECTRONIC PRESENTATIONS

Electronic slide shows are the only accepted form of presentation. Email a copy of the presentation to IPS Coordinator at IPS2012Conference@msn.com by the specified deadline date. You may also bring the presentation to the IPS Conference and download at IT center within 24 hours prior to presentation date.

The following guidelines should be considered for all forms of presentation:

Microsoft PowerPoint software is recommended to ensure uniformity in 38th IPS presentations. The preferred video format is MPEG4, using the Xvid or DivX codec.

MICROSOFT POWERPOINT STYLE FORMAT FOR PRESENTATIONS

The following guidelines should be considered when preparing a presentation.

- Include a “title” slide (including author name and organization, and distribution statement), a “purpose of the work” slide, an “outline” slide, and a “summary” slide in your presentation.
- Limit the number of slides to about 15-17. You are preparing for an approximate 20-25 minute presentation with an additional 5 minutes allotted for questions from the audience. A good rule of thumb is about one minute per chart.
- Use tick marks rather than full grid lines on graphs.
- Limit the number of bulleted lines in any one visual to eight or less.
- For optimum legibility, use 18 point, or larger, modern bold font.
- Use horizontal (landscape, not portrait) format for charts/slides.
- Limit the use of color to ensure visibility. (“White-on-Blue”, as well as “Black-on-White”, is the recommended background.) Avoid combinations of red and blue on the same slide. Avoid any reds or greens in text.
- If a specific slide is to be shown more than once in a presentation, include it in the presentation multiple times in order to avoid searching back and forth for the slide.

AUDIO VISUAL EQUIPMENT

The following standard audio visual equipment will be available to presenters in all meeting rooms:

- Laptop
- LCD Projector
- Screen
- Microphone
- Laser Pointer