

## **Guidelines on the presentation design:**

- Second slide should state any conflicts of interests.
- Aspect ratio/slide size: Widescreen (16:9)
- Use a sans serif font for body text. Sans serifs like Arial, Helvetica, or Calibri tend to be the easiest to read on screens
- Optimum title text is 45 – 55 points and no smaller than 36 points
- Body text should be at least 26 points
- Put dark text on a light background. This easiest to read. If you must use a dark background – e.g. your company uses a standard template with a dark background – make sure your text is quite light (white, cream, light grey, or pastels) and bump the font size up two or three notches.
- Use decorative fonts only for slide headers, and then only if they're easy to read.
- Align text left or right. Centered text is harder to read and looks amateurish. Line up all your text to a right-hand or left-hand baseline – it will look better and be easier to follow.
- Avoid clutter.
- Avoid the use of clip art.
- Use images only when they add important information or make an abstract point more concrete.
- If using video, ensure that you load the file itself in the folder with your presentation. Do not link it and then only bring the power point slide. Presentations containing pictures and multimedia can be quite large and it can be useful to compress the file size.