Presentation Guidelines and templates

FSM committee
Introduction

Please

• Use slides #8 and #9 below as templates for your presentation at FSM4.

• Edit the Title Slide (Slide #8) and make copies of Slide #9 then add your text and images/graphics etc.

• Use images, photos, diagrams in your presentation, including your logos.

• Follow the guidelines in slides #1-7 as you prepare your PowerPoint presentation.

• When complete remove slides #1-8
Guidelines for Preparing your Presentation

• Text on PowerPoint slides should be 24pt or larger and must not be smaller than 20pt.

• Although you can read text easily on a computer screen, if text is smaller than 20pt your audience may not be able to read it when it is projected.

• Tables should be simple and clear with minimum text size of 18pt.

• Handouts are more effective than slides for detailed information.

• Presentations should be 12-15 slides maximum for a 15 minute talk - unless advised by your session leader.
Use Simple Fonts, Strong colours, Less is More

• Simple easy to read fonts e.g. Arial, Century Gothic, Calibri, Trebuchet
• Dark colours and good contrast e.g., black, dark blue, dark green, maroon, brown.
• Use bold colours to highlight – but not pale ones
• Keep information short and concise. Notes not sentences.
• Rule of 6: Only 6 lines on each slide and 6 words per line
• Use additional slides to convey your message.
Focus on Content, Main Message not Context

Suggestions for an interesting presentation

<table>
<thead>
<tr>
<th>Content</th>
<th>No of slides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title slide</td>
<td>1</td>
</tr>
<tr>
<td>Background context</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Method/approach/principles</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Main content</td>
<td></td>
</tr>
<tr>
<td>Findings include data</td>
<td></td>
</tr>
<tr>
<td>Recommendations/lessons learned</td>
<td>2-3</td>
</tr>
<tr>
<td>Takeaways/Summary/main message/Challenge</td>
<td>1</td>
</tr>
<tr>
<td>Closing slide</td>
<td>1</td>
</tr>
</tbody>
</table>
Mistakes Everyone Can Avoid

The most common PowerPoint mistakes are –

• Making the text too small

• Putting too much detail onto a slide and too many slides

• Using tables and graphs that people cannot read

**REMEMBER**

PowerPoint is just an AID to your talk.

Use it for key points, pictures and diagrams

It should **not** contain all the words you will say.
How to submit the Presentation

• Your session leader is likely to ask for a draft presentation a week or two before FSM4. This will enable them to check its length and readability – not the content.

• Please handover the final version at the start of FSM4 or least 24 hours before your talk.

• There will be a speakers room where your presentation will be uploaded and technicians will be available to assist you.

• Bring a backup copy of your presentation – USBs, CDs and other devices can be corrupted or scratched in transit.

• If you use any Third party software - bring a copy of any industry specific software that you may require.
Put a message in your slide title
sub titles can add, clarify, ask questions or challenge

• A picture is worth a 1,000 words
• Less is more
• Keep it simple
• Talk the detail – or use handouts
End with Points to Remember

• The audience is not your prisoner!
• Focus on the main message
• Plan and practice
• End with a summary and a challenge