



Presentation Guidelines and templates

FSM committee



BILL & MELINDA
GATES foundation



eawag
aquatic research & development

Sandec
Sanitation, Water and
Solid Waste for Development

giz

UNESCO-IHE
Institute for Water Education



sustainable
sanitation
alliance

South African
WATER RESEARCH COMMISSION
Supporting sustainable development through research
training, knowledge creation and dissemination

WORLD BANK GROUP
Water

wsp
Water Sanitation
and
Sanitation program



Municipal Administration &
Water Supply, Government of

Ministry of Urban
Development, Government of

Indian Institute of



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

Content	No of slides
Title slide	1
Background context	1 - 2
Method/approach/principles	1 - 2
Main content	
Findings include data	
Recommendations/lessons learned	2-3
Takeaways/Summary/main message/Challenge	1
Closing slide	1



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.





Presentation Title

Sub-title

Presenting author

Co-author, Co-author

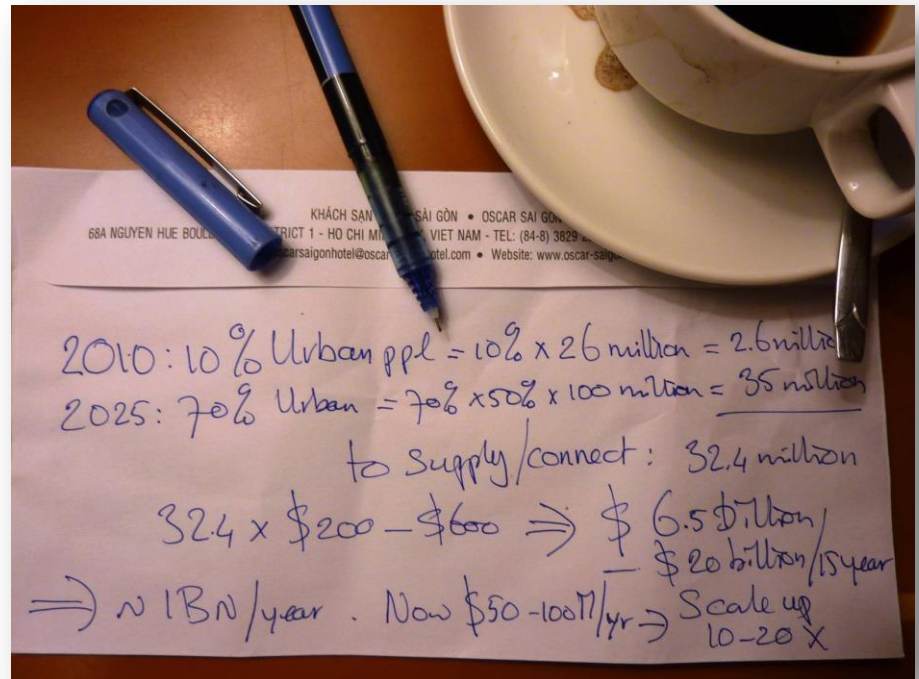
Organization

Your organizations and partners logos

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

