

PowerPoint Slide Guidelines

1. Panelists and moderators DO NOT need to turn in slides.
2. You are welcome to use any PowerPoint template.
3. Font Size: All slides should use a minimum font size of 30 points.
4. Color/Background: The best colors for slides have high contrast so they are easily seen. Dark backgrounds should have light text and bright accent colors. Light backgrounds should have dark text and bold accent colors. This way the audience can clearly read the text and see the graphs or shapes on each slide.
5. Aspect Ratio: Using the 6:9 aspect ratio typically works best but we can make 4:3 work as well.
6. If you plan on including embedded videos within your presentation, please share your final PPT slides with Kristelle and/or Virginia 2 weeks prior to the conference date, to avoid any audio/video issues during your presentation.
7. Aim to keep your presentation educational & engaging vs. strict presentation style – Aim to teach and entertain.
8. Please limit anything that might be taken as a commercial, or an attempt to sell something.
9. Consider looking for ways to add new anecdotes, and new ideas to your presentation. Everyone loves a good story!
10. We find that the best presentations are rehearsed, please make sure to go over your presentation at least once before conference day!
11. Include a final slide of key takeaways for our attendees – think of giving the attendees 2-3 key take-home points of value — if nothing else, you want them to know "x or y" when they leave. Think about what you want your audience to take away from the presentation.