

# Conference Guidelines

The following are a few guidelines which can help make your annual meeting more effective and trouble free. Please remember to stay within your 10 minute allocated time. All planning is based upon the assumption that you will be responsible in this matter.

## **Please follow these guidelines for presentations**

For a 10 Minute Talk - 5 Double Spaced Pages of Text is the maximum you should plan on for this time.

Powerpoint presentations should be saved on a flash drive. **DO NOT PLAN ON USING YOUR LAPTOP.** Microsoft Powerpoint can read both PC and Mac documents, but if you are a Mac user, make sure your document can be read in a PC environment. **SCU IS A PC CAMPUS!** It is ALWAYS a good idea to bring back-ups of your presentation on different forms of technology....

## **Some useful suggestions when using slides**

Please avoid leaving a slide on the screen for longer than 1 minute. Any longer and the audience begins to lose interest.

Avoid backing up slides during a talk. If you need the same illustration again, make a copy.

Make the slides match and compliment your text. Otherwise, the audience may become confused.

If you present data in tabular or graphic form on a slide, make sure the audience can read it. Otherwise, it's ineffective. An excellent test is if you can read all the information on the slide with it held at arm's length against a bright background, the audience can also read it.

Limit the information conveyed in a slide to a single point or idea. Simplify graphics to the key point to help the audience.

If you use text on the slide, follow the 7/7 rule, not more than 7 lines with 7 words on each line.

With graphic and text, White on Black, White on Blue or Blue on Yellow project very well. Try to avoid Red on Blue or other non-contrasting combinations. Using many different colors on one slide is not generally effective.

Plan ahead and practice several times *before* the conference to check the time and flow of the talk.