



Speakers Guidelines

Whether using Powerpoint, 35mm or OHP slides some general points remain valid when producing graphics for projection.

Production and Preparation.

- Aspect Ratio:** Always use Landscape Format (i.e. wider than tall) when creating slides, most conference sets and installations use this format of screen. If Portrait format information must be displayed show it full height within a landscape slide and/or split the information over two slides. Currently, for direct projection of computer images, a screen resolution of 800 x 600 pixels should be considered a maximum.
- Fonts:** Use large, clear typefaces and consider 18pt the absolute minimum font size, smaller will be almost certainly be unreadable. Try to use a 'standard' font, some of the more esoteric typefaces do not project well. The use of non standard fonts can also create problems if you are loading a PowerPoint presentation from disk, or if it has been e-mailed onto a host computer, If the font is not available on the host it will be automatically substituted by another, which will very often disrupt the slide layout.

- Layout & Content. Try to be succinct, text slides should contain key points to reinforce and illustrate your spoken message. Use double spacing between lines. Use contrasting colours for backgrounds and type, yellow type on a dark blue background is a good example.
- Charts & Graphs: Again try to keep these simple, bold and clear. Keeping The legend and values within the guidelines for font sizes as above may give a rough guide as to how much information the graph can contain and remain viewable.
- Scanned Images: Images for use in PowerPoint presentations should not be scanned at too high a resolution. For most practical purposes a resolution of 72dpi is satisfactory for projection. Scanning at higher rates produces very large files which can be slow at loading and restrict the portability of the presentation. Saving the images as Bitmaps (.BMP) produces the largest file sizes, try using the JPEG or other compatible file types for more compact presentations.
- Checking your slides: As a guide to the clarity of your slides under conference conditions sit back from your monitor and view your presentation. If you are using a 14" monitor the equivalent viewing distance for the back row of an SO' auditorium with an 8' x 6' projection .screen is around 12'. If you are struggling to read your slides at this distance then a significant proportion of your audience may also be missing the information.
- 35mm Slides: These should be mounted in good quality (Weiss, CoPa etc.) rigid plastic glass mounts

Slides that are not glass mounted will bow and drift out of focus as they are heated in the projector. Glass mounts also give a good degree of protection from damage and dirt.

Pin registered mounts are, vital if you will be using multiple projection with a dissolve unit, Avoid cardboard and thin plastic mounts at all costs they are often too lightweight to drop into the projector gate and can stick and jam the machine completely. For similar reasons it is best to avoid using sticky labels or dots on slide mounts, they can peel off with the heat and cause projector jams. Write numbers or markings directly onto the mount with a permanent marker or pencil.

Try to keep your slides in a warm dry condition, when bringing them direct from a cold environment to a projector condensation will form and then burn off the images which is unsightly and distracting.

OHPs:

If these are to be used under conference conditions then they should conform to all of the production values above, i.e. landscape format font sizes etc, OHPs produced by copying a typewritten document are very rarely capable of being read by the audience. Handwritten OHPs are not recommended under any circumstances.

Video:

If you intend using video during your presentation there are two basic pieces of information to check and confirm with the Venue/Technical staff, those are the **FORMAT** and **STANDARD** of the medium you are using. The format is the type of tape/disk being used i.e. VHS, Betacam, Umatic, DVD etc The standard is the technical method used to encode information i.e. PAL, NTSC, SECAM, ITECT etc. The

UK Standard is PAL 625 line. but any standard can be recorded on any format, NTSC (usually American) encoded tapes will not playback on standard UK equipment, SECAM (usually French) tapes will playback, but only in black & white. Multistandard playback equipment will often be available but the Format and Standard of your source should always be confirmed in advance.

Computer: If you intend to use your own computer to project your presentation check that the facility for hooking it into the system is available. This is now less of a problem than it has been in the past, but if venues are equipped with older projectors that need to be aligned to individual PCs it may not be possible to just turn up and plug in.

Technical Checks: Always contact the organiser/venue of the event and confirm the type of AV equipment you will require. Whatever the type of presentation you are giving it is always wise to check out your visual aids in advance of taking to the stage, If there is Technical assistance available then make contact with the Technician at the earliest opportunity, This is particularly relevant if you are using a compressed data format or unusual disk or tape format to transport your presentation Attach your laptop or load your presentation graphics or slides, or hand them to the Technician who will assist in this, and run through them at least once to ensure all is as it should be. Check the view from the rear of the room to ensure that your slides are still readable.

Always carry a back up copy of your presentation or have access to it via e-mail etc.

