



GUIDELINES FOR YOUR POWERPOINT PRESENTATION

Create Your Slides in a 16:9 Format

For the 2020 Annual Meeting, Speakers should create slides in a **16:9** format. This format allows speakers approximately 16% more viewable space and 183% sharper images than a standard 1024 x 768 4:3 formatted projector. Microsoft PowerPoint versions since Office 2013 default to the 16:9 format. For PowerPoint versions 2010 and earlier, you can verify your settings are correct by selecting the **Design Tab** at the top of your screen then **Page Setup** on the far left. You should then see a drop down menu for the Page Setup. Click the dropdown and select **On-screen Show (16:9)**. You may see black bars on your laptop screen depending on its resolution but rest assured, your presentation will completely fill the screen in the meeting room.

For your convenience you can access 16:9 PowerPoint templates on the AUA2020 Website (under the Speaker Central tab).

What if My Presentation Is in the 4:3 Format?

If your presentation is in the 4:3 format you will see black bars on the side of the screen during your presentation. The A/V team will not “stretch” the slides to fill the screen. This is to ensure that your slides and their accompanying content (photos, videos, etc.) remain in their original format. The A/V team will have professionals in the speaker ready room during the posted hours to assist you during the event.

Tips on Fonts and Typefaces

- Use a Sans Serif font (e.g., Arial or Verdana).
- Use at least a 24 point font.
- Use only one font in your presentation. To emphasize text, use a **different color** or **style** (bold or italics, but not both).
- For bullet points, use the 6 X 6 rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Do not use all caps except for titles. Start each line of text with an uppercase character.

Other Design Tips

- Keep the background consistent.
- Keep the design clean, simple and uncluttered.
- Moving images or animations can distract the audience.