

# **Guidelines for PowerPoint presentations at **iarigai** conferences**

Please read this carefully and apply to your presentation

# Title of your presentation

(max. 2 lines 40 to 44 pt)

Your name

Co-authors

Institute, company

City, country

eMail address

URL



34<sup>th</sup> International Research Conference  
Grenoble, France, 9 to 12 September 2007

# General

- ❑ Prepare your presentation as simple as possible.
- ❑ Limit the number of slides to max. 12
- ❑ Make sure that your slides are not overcrowded with text and data.
- ❑ Insert only essential ideas and information to your presentation.
- ❑ Do not use effects and/or animations - this may not work properly on different computers.

# Font types

- ✧ Use a default font, supported by most computers, e.g. Verdana or Arial.
- ✧ This ensures compatibility in case you have to copy your presentation onto another computer.
- ✧ Use only a non-serif font for better visibility on the silver screen.
- ✧ Avoid “italic type” because it may not be displayed properly

# Font sizes

- Do not use a font size below 24 points. Any smaller type is hardly visible in conference rooms.
- Use 40 or 44 pt size for headings.
- Best type size for regular text in slides is 32 or 36 points.

# Text direction

- ✧ Only horizontal text flow is permitted.
- ✧ Do not use bottom-up or top-down text flow if you want to avoid your audience turning head all the time.

# Number of lines

- ✧ Do not fill up slides to the edges
- ✧ Use a maximum of 8 lines of text per slide to ensure readability

# Text colour

- ❑ Preferably use only one colour for text, but never more than two colours.
- ❑ Always use text colours in contrast with the background.

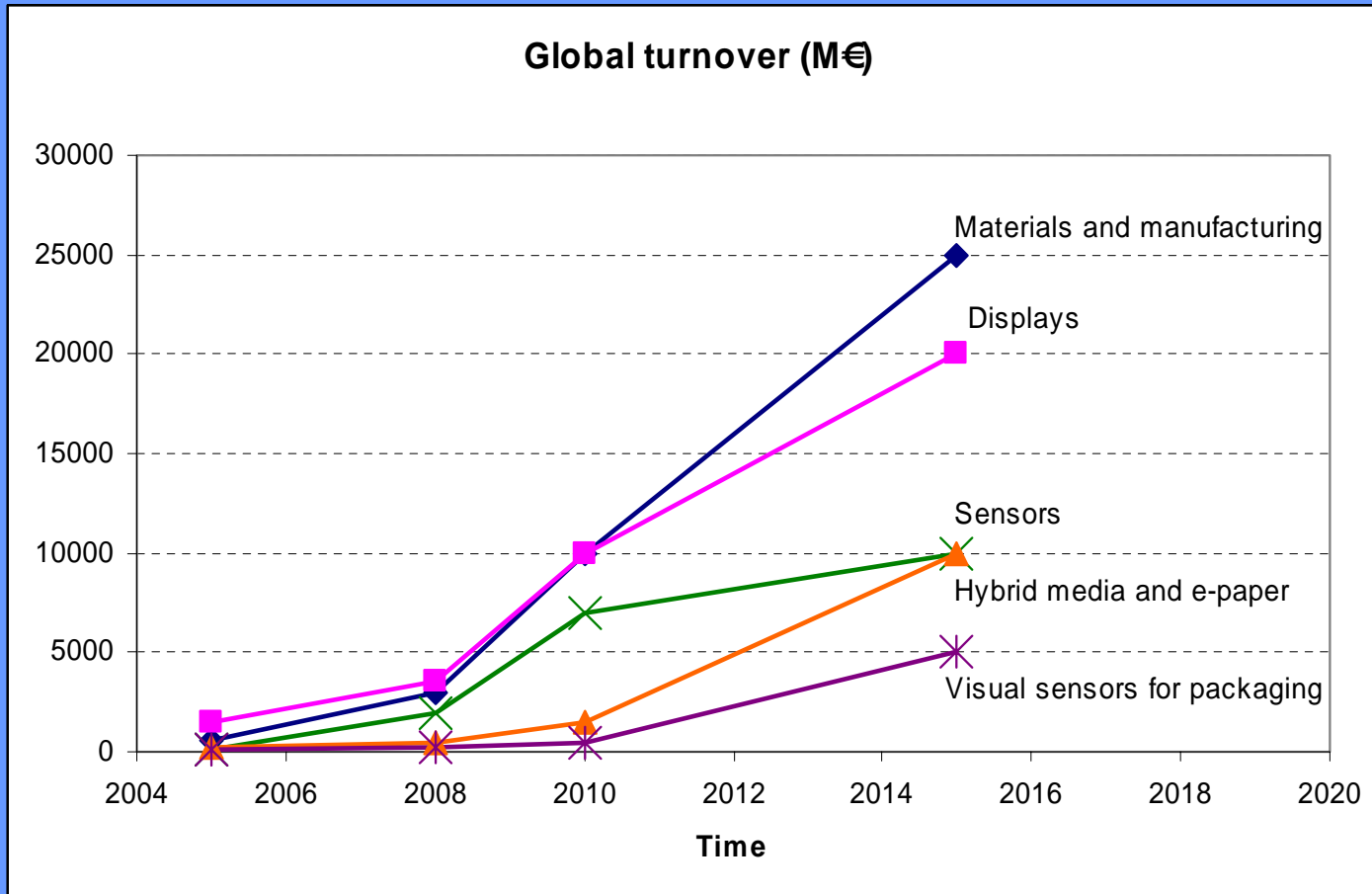
# Background

- ❑ Use colours in high contrast to the text, e.g dark blue and white or pale yellow.
- ❑ Do not use textured or patterned background and avoid fill effects.

# Illustrations

- Do not place more than one illustration (picture, graph, table) on a slide.
- Allow one or two lines for description at the bottom of the illustration.
- Make sure that important details (lines, symbols, numerals) are recognizable.
- Use borders to emphasize illustration on the background.

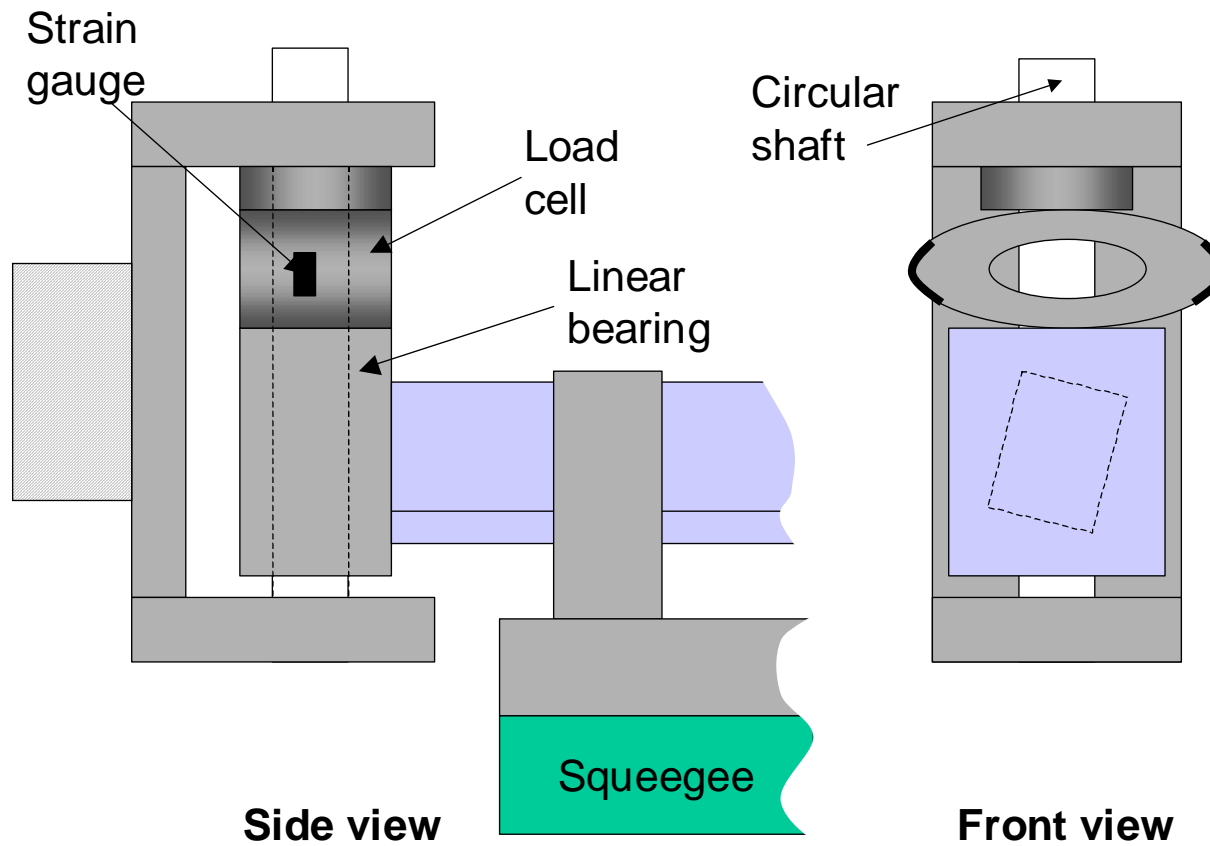
See examples on the next slides



or .....

Title of the chart

..... Or



Title

**Thank you for your attention!**

Enter your name,  
institute or company,  
logo  
eMail address and URL