

Academic Chairpersons Conference Audiovisual Recommendations for Presenters

Flipcharts

- Use no more than two or three points per sheet.
- Vary colors to organize points and express transitions.
- Face the audience when speaking.
- Do not present when writing.

PowerPoint slides

- Keep text to a minimum! Use no more than six lines and no more than six words per line.
- Turn image on when talking about subject matter on the screen. Turn image off when proceeding to a new topic or doing group work.
- Use headlines and color.
- Darken background to reduce glare.
- Use light type and graphics on a dark background.
- Avoid sound effects.
- Use simple animations.
- Proofread!
- Avoid the distraction of busy screens or constantly moving patterns.
- Guidelines for fonts:
 - Minimum type size for body copy— 24 pt
 - Type size for headings—36-44 pt
 - Type size for subtitles—30-32 pt
 - Helvetica or Arial fonts recommended to avoid blurring of text
- Recommended output resolution for meeting rooms is 800 x 600.

Overheads

- Each transparency should reflect one idea.
- Use no more than six lines and no more than six words per line.
- Use color and graphics to make transparencies more interesting.
- Use a sheet of paper to cover material until you are ready to discuss it.
- Turn the projector on when talking about the subject matter on the transparency. Turn the projector off when proceeding to the next topic or doing group work.
- Point to transparency with a pen or pointer.
- Maintain eye contact with your audience. Do not read from the transparency or screen.
- Be sure to use a font that can be read by all people in the room. Do not use typed copies as a transparency.
 - Guidelines for fonts:
 - Minimum type size for body copy—22-24 pt
 - Type size for headings—36-44 pt
 - Type size for subtitles—30-32 pt
 - Helvetica or Arial fonts recommended to avoid blurring of text

Handouts

- Provide a presentation outline. This will allow participants to follow your presentation and take notes.
- Wait until materials have been distributed before explaining them.
- Print on light color when handouts have a large amount of material.
- Keep materials brief. They're more likely to be read!
- Bullet points will highlight key points.
- Include practical suggestions for implementing ideas once the participant has returned to campus.
- Leave room for notes.
- Include your contact information.