

Recommendations & Tips for Presenters

2012 GLBHI Annual Conference

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Plymouth, Michigan, USA

PowerPoint Presentations

- Background color: dark (blue is the standard)
- Title
 - Font: sans-serif (like this one, Arial) having no bars at the ends of the letters (easiest to read from a distance)
 - Font size: 36 point, bold
 - Color of font: light or pale to contrast with the background (yellow is usually a good choice)
- Substance text
 - Font: same as the one used for the title
 - Font size: 24 or 28 point, non-bold (usually, a uniform size is used for all substance text; note that some experts say you should use no font smaller than 30 point)
 - Use large font size on graphs, as well
 - Color of font: light or pale to contrast with the background (white is the standard)
- Recommended amount of text per slide
 - 7 to 8 lines maximum
 - 25 to 40 words maximum
- Recommended number of slides: generally, one slide per minute works well (however, this varies depending on how fast a speaker talks and how much explanation is needed for each slide; some even recommend two minutes per slide, to allow time to explain the concept/idea/event)

Presentation Design

- Include slides that *reinforce* your words, not slides that *repeat* your words
- If you have to use a phrase similar to “I know those of you in the back can’t read this. . .” or “I apologize for how busy this slide is . . .,” then you need to rethink the design of the slide
- Stay away from distracting backgrounds
- Avoid gratuitous dissolves, spins, and other transitions (use transition effects only when necessary to attract extra attention to something on your slide)

- High-quality photographs or line-art are preferable to amateurish clipart

Oral Presentation Techniques

- Reading slides out loud is dry and dull
- Remember that most people can either read your slides or listen to what you're saying, but cannot do both things at once
- Make eye contact with your audience

Per Wikipedia:

"**Death by PowerPoint**" is a criticism of slide-based presentations referring to a state of boredom and fatigue induced by information overload during presentations such as those created by the Microsoft application PowerPoint. **PowerPoint hell** has the same meaning as "Death by PowerPoint": the tedium some people report on sitting through PowerPoint visual presentations that are too long or where presenters fall foul of other pitfalls, such as overly complex slides, excessive use of the software's features or reading of the text from the slides.



How to Avoid "Death by PowerPoint" -- *Solving the Five Most Common Problems With PowerPoint Presentations*, by Dave Paradi, MBA, co-author of "Guide to PowerPoint"

Here are the five most common problems with PowerPoint presentations and how you can solve them so that you avoid "Death by PowerPoint" --

- Problem #1: The presenter focused more on the visuals than the content
- Problem #2: The audience can't clearly see the slides
- Problem #3: The audience is distracted by the visuals
- Problem #4: Pointer movement on the screen
- Problem #5: Dropping into the program

To read Dave Paradi's solutions to these problems, go to http://www.thinkoutsidetheslide.com/articles/avoid_death_by_ppt.htm.

Here's wishing you a successful and informative presentation!