

Standard 60th ECTC MS PowerPoint Template

General Presentation Guidelines

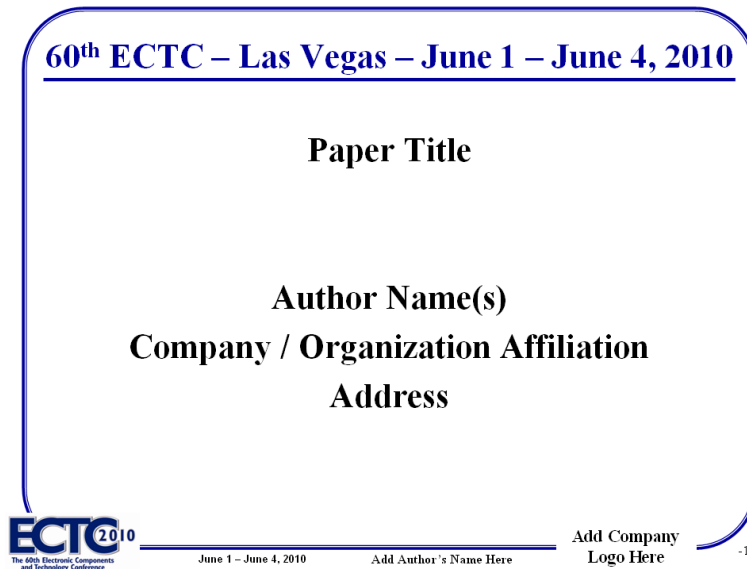
- Recommended presentation format is Microsoft PowerPoint
- Your company logo may be on the slide but should not overpower it
- Commercialism must be avoided
- Large bullet statements are preferable w/ a Minimum 24 font size for Main bullets, a Minimum 20 font size for Sub bullets, and a Minimum of 14 font size for tables.

Larger is Better

- Use Times New Roman, Times, or Arial font styles for easy reading
- A maximum of 8-10 lines per slide is desirable
- Cartoons, pictures, micrographs, etc., should be large enough for people in the back of the room to read
- Avoid detailed tables that will be difficult to read at a distance (or if necessary, refer your audience to the table in the proceedings)
- Avoid dark backgrounds that do not provide good contrast to your text.
- A light background with dark text is recommended.
- Plan for a 20 to 22 minutes talk, and about 1 slide per minute.
- Contact your Session Co-Chair for help, questions, and review of your presentation
- Place your completed presentation on a Memory Stick and/or CD
- All presentations will be loaded the morning of your talk at the Speaker Breakfast on a PC provided by the conference.
- Use of the Standard 60th ECTC PowerPoint Template
- Open (double click) the “Power Point template” file

Use of the Standard 60th ECTC PowerPoint Template

- Open (double click) the file



- In PowerPoint go to: View -> Master -> Slide Master to edit the '**Add Author's Name Here**' box with your own name by clicking on the text in the box.
- Next edit the '**Add Company Logo Here**' box and insert your own Organization Logo by clicking on the box. If you do not want a Logo, delete this text box.
- Close the 'Master View' and return to the 'Presentation'
- There are many ways to setup your presentation. The general flow below, modified for your subject as required, provides the framework for a well structured presentation.

