

## 67<sup>th</sup> ECTC Presentation Guidelines

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### General Presentation Guidelines

- Recommended presentation format is Microsoft PowerPoint
- Be aware that the conference laptops will be PCs; if you are creating your presentation on a Mac it is advisable to check it on a PC to ensure your graphics work as expected
- Your company logo may be on the slide but should not overpower it
- Commercialism must be avoided
- Large bullet statements are preferable with 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 Arial, Times New Roman or Time font styles for easy reading
- A maximum of 8–10 lines per slide is desirable
- Graphics, 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 Chairs for help and any questions; we recommend that you send your completed PowerPoint file to your Session Chairs for review by **May 21, 2017**
- 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

### Using the Standard 67<sup>th</sup> ECTC PowerPoint Template

- Download the file "67thECTC\_PresentationTemplate.pptx" file from the ECTC website (on the Author Information page) and open it
- You can edit the "Slide Master" to include your company logo (lower right is suggested location)
- You can edit the "Slide Master" to include the presenter name at the bottom center of the content slides.
- The screenshots below show where you can insert the company logo and your name.
- If you choose not to include a company logo or your name, you should delete the "Add Company Logo Here" and "Add name here" sections in the slide master.



Add Company Logo Here

IEEE 67<sup>th</sup> ECTC – Orlando, FL, USA May 30 – June 2, 2017



<add your name here>

Add Company Logo Here

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