

Oral Platform Presentation Guidelines

Basic Guidelines

- **Equipment**
 - Presentation laptop is provided at the podium.
 - Use PowerPoint software.
 - Your presentation should be on a flash drive for transfer to the presentation laptop.
 - Transfer your presentation to the laptop at the assigned time on the meeting agenda schedule.
 - PC vs MAC – if using a MAC to prepare your presentation, be aware that animations may not work properly.
- **Timing: NOTE – amount of time may change depending on number of presenters**
 - *Total of 15 minutes for your talk:*
 - 10 minutes to describe study.
 - 2 minutes to describe significance of your research and how it will advance the science.
 - 3 minutes for Q&A.
 - Practice your talk so that you will stay within these timelines. Your session Moderator will enforce these timelines.
 - Number of slides: A general rule of thumb is to have no more than 1 slide per minute (i.e. maximum of 10 slides, preferably fewer).
 - TIMING WILL BE STRICTLY MONITORED SO THAT EACH SPEAKER WILL HAVE 15 MINUTES.
- **Content**
 - Content should follow the same guidelines as your abstract (Background, Methods, Results, Significance).
 - Minimum of 1 slide at end describing the significance of your research and how it will advance the science field.
 - 1 slide with acknowledgments, funding, mentors, etc.

Formatting Guidelines

- **Keep the data on slides simple**
 - If you have a great deal of data, divide it among several slides.
 - The content of a single slide should be easily comprehended in 20 seconds.
 - **General guideline is 7 lines per slide and 7 words per line.**
 - The slides should not contain your entire presentation. Their purpose is to support your talk and to emphasize the important points.
- **Visual appeal and readability**
 - Use large, legible letters - Title size (40 point), Bullets (32 point), Content text (24 point).
 - Whether your data slides are black on a white background or white on a black (or dark blue) background, ensure there is proper contrast so that text can be viewed from the audience.
 - For a dark background, white or yellow text is most visible. **Do not use red or purple on a dark background.** It may look okay on your computer, but it will NOT project well in a large room.

- Keep slides of radiographs light. Dense or dark slides project poorly in large rooms. Enlarging the significant areas and using arrows to point out the specific area or region often help.
- **Patient confidentiality must be protected.** No names should appear on the slides.
- **Avoid commercial reference unless mandatory.** A logo or institutional identification should appear only on the first title slide. Do not use such identification as a header on each slide.

Tabular Slides

- Keep tabular slides as brief as possible.
- Two or more simple slides are better than one complicated slide.
- Do not crowd the slide.
- Make the type as large as possible.

Graph/Chart Slides

- Keep graphs simple.
- Label X and Y axes and legends.
- Round off frequencies and percentages to one decimal place.
- Limit the number of captions.
- Use line graphs to show trends or changing relationships.
- Use bar graphs to compare volumes.

Animations

- Use animation to explain.
- Do not use animation to entertain.
- *Note: If using a MAC, be aware that any animation may not work properly, since your presentation will be shown using a PC.*