

Presentation Guidelines

The following guidelines will ensure that your presentation runs smoothly on the day.

What format is your presentation in;

1. Computer based
2. Video
3. OHP or 35mm slides

If computer – what format is it in:

1. Powerpoint v2010 or v2007
2. Powerpoint v97 - 2003
3. Powerpoint (Apple Mac)
4. Keynote (Apple Mac)
5. Prezi
6. Does your presentation contain video or audio clips – YES / NO

If yes – what format are they in?

1. AVI
2. MPEG
3. MP4
4. Quicktime
5. CD or DVD
6. Video tape – what format?
7. Audio – WAV, MP3, Quicktime
8. Other

General guidelines for computer based presentations – e.g. PowerPoint.

1. Make sure your page setup is for On-Screen Show.
2. Choose a simple colour scheme that is pleasing to the eye – whites, blues and yellows are easier to read compared to reds, blacks etc. Aim for darker backgrounds with light or contrasting text colours.
3. Ensure your font size is no smaller than 24 point and choose a simple typeface that is easy to read – e.g. Arial, Times Roman
4. Aim for no more than 6 short bullet points on a slide and keep them brief so that the audience listens to you and does not read the slide.
5. Ensure pictures and graphs are not too small so they can be easily read from the back of the auditorium.
6. Do not place text or objects close to the edges of the page – work within a “safe area” which accounts for approximately 80% of the screen in the center. A box placed within a page, centred for an On Screen Show, size 23cm (w) x 16.5cm (h) is a good guideline. See our “Safe Area Master” slide template
7. Ensure that all images, videos, audio files and special fonts are copied to the CD or memory stick since PowerPoint and other presentation software do not embed these files.

Any queries please contact our events team on Freephone 0800-137031



Safe Area Master Slide Layout



The above is a 4:3 formatted “on screen” show (25.4cm x 19.06cm)

The red safe area box is centred on the slide 23.49cm x 16.85cm

The green safe text area box is centred on the slide 20.49cm x 14.7cm

For 16:9 formatted “on screen” show (25.4cm x 14.29cm), please amend the heights of the above safe area boxes accordingly to:

The red safe area box is centred on the slide 23.49cm x 12.64cm

The green safe text area box is centred on the slide 20.49cm x 11.03cm