

Mills Media Group

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SPEAKER PRESENTATION CHECK LIST	
Client	Event Dates
Event	Contact
Tel No	Mobile No
Email address:	
Date & time of presentation	

1. What is the title of your presentation?	
2. What type of presentation are you using?	PowerPoint <input type="checkbox"/> Video tape <input type="checkbox"/> DVD <input type="checkbox"/>
3. If using PowerPoint how many slides do you have?	
4. What version of PowerPoint are you using?	2007 <input type="checkbox"/> 2003 <input type="checkbox"/> 97-2003 <input type="checkbox"/>
5. Does your PowerPoint include special fonts?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please ensure they embedded or supplied in separate fonts folder.
6. Does your PowerPoint include video clips? If so how many and what format?	Yes <input type="checkbox"/> No <input type="checkbox"/> Which format & quantity MPEG <input type="checkbox"/> WMF <input type="checkbox"/> QuickTime <input type="checkbox"/>
7. Does your PowerPoint include audio clips? If so how many and what format?	Yes <input type="checkbox"/> No <input type="checkbox"/> Which format & quantity MP3 <input type="checkbox"/> AIFF <input type="checkbox"/> QuickTime <input type="checkbox"/> WAV <input type="checkbox"/>
8. Does your presentation contain live web links that you need to access via the Internet?	Yes <input type="checkbox"/> No <input type="checkbox"/>

9. If using video how many clips are there and what format on they on?	DVD <input type="checkbox"/>	VHS <input type="checkbox"/>	Other <input type="checkbox"/>
10. Have you used “builds” within your presentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11. How will you be supplying your presentations?	Email <input type="checkbox"/>	CD/DVD <input type="checkbox"/>	Memory Stick <input type="checkbox"/>
	Own laptop <input type="checkbox"/>	Other <input type="checkbox"/>	
12. When will you be supplying your presentations?	Before event <input type="checkbox"/>	On the day <input type="checkbox"/>	

GUIDANCE NOTES	
1.	Ensure you lay your slides out within the “safe area” of the PowerPoint screen. Don’t place text and logo too close to the edge of the screen. We can email you a “safe area” template.
2.	Place all your video clips in a separate folder before you “place & link” them in PowerPoint.
3.	Place all your audio clips in a separate folder before you “place & link” them in PowerPoint.
4.	Video clips play better from a DVD outside of PowerPoint. We can control them better and switch seamlessly between your presentation and the videos as required.
5.	Do not place too much text on each slide – fonts size should be a minimum of 18pt.
6.	Do not use builds on text slides unless you really need them.
7.	Keep images relevant and without too much detail
8.	Use PowerPoint’s facility to compress pictures for screen shows to keep file size down and allowing presentations to load and run quicker. (Save As – Tools – Compress Pictures)
9.	If using special “fonts” either embed them (Save As – Tools – Save Options – Embed TrueType fonts) or supply them with your files in a “fonts” folder
10.	For safety save your presentations in the native PPT format and the screen show PPS format as well
11.	If using 2007 ensure you save the file as a PPTX version (without macros), PPTM (with macros) and a PPT (2003-97) version allowing greater flexibility and compatibility.
12.	If your presentations are confidential and you do not wish the conference organisers to circulate them after the event please let us know

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 v97 - 2002
2. Powerpoint v2003
3. Powerpoint v2007
4. Powerpoint (Apple Mac)
5. Keynote (Apple Mac)
6. Does your presentation contain or use video or audio clips – YES / NO

If video based – what format is it in:

- | | |
|------------------------------|--------------|
| 1. Video tape – what format? | 4. Quicktime |
| 2. AVI | 5. MP4 |
| 3. MPEG | 6. 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.
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