

Presentation Check List

Check in with Michael Patzloff at least 30 minutes prior to stage time. He will point you to the sound booth for microphone needs and let you know when to go on stage.

E-mail cdillabough@dscumc.org with the following details before April 30.

- Digital copy of the presenter's script for the interpreters' use and presentation click-through.
- Digital copy of the presentation materials. If the materials are too large for an e-mail attachment, use <https://www.hightail.com/u/dscumc> to upload the file(s).
- Presenters can click through their own presentation materials, schedule a volunteer, or allow GNTV to navigate the presentation for them. Please email your preference and if using a volunteer, please include the name and contact information of the volunteer.
- Description of the presentation such as: how many people will be on stage; microphone preference (podium mic, head-set, lavalier, or hand-held mic); number of chairs needed if any; items on stage that need camera time.

Presentation Guidelines

- Acceptable presentation file types are Power Point (.pptx) or Videos (.mov)
- Use the AC2019 template which is set at 16:9 (wide screen) aspect ratio instead of 4:3 (standard screen).
- Please use the Annual Conference slide template to create your presentation slides. If your presentation materials are already created, please ensure you are using a dark and solid background throughout. Do not use patterned backgrounds because they reduce readability of text.
- Use a San Serif font in white at a minimum of 40pt. Use no more than 4 bullet points per slide. Do not use all CAPS.
- Simplify and limit the number of words on each screen by opting to use key phrases and include only essential information on each slide.
- Avoid using special effects, animation, animation sounds, and embedding videos into the Power Point. Videos must be turned in to Communications as a separate file. Please include a "Start Video [video file name]" slide to indicate when to play the video.