

POWERPOINT TIPS

NFID strongly encourages the use of the NFID PowerPoint presentation template which is provided to all speakers. The suggestions below are considered best practices for presentations and they reflect the feedback provided by many attendees and faculty. Incorporating these suggestions can “make or break” a successful presentation.

NFID staff will pre-load the most recent copy of all presentations submitted in advance of the educational activity. However, if any changes have been made to the presentation since it was submitted, it is the speakers’ responsibility to bring the presentation on a USB drive to the onsite A/V staff at least 4 hours prior to the scheduled presentation time.

Presentation Best Practices:

- Use a sans serif font (such as Helvetica) with a heavy line thickness (boldface)
- Use the following font point sizes to improve the readability of slides:

- **Title: 44 points**

- **First level bullet: 36 pt**

- **Second level bullet: 32 pt**

- **Third level bullet: 28 pt**

- **Fourth level bullet: 24 pt**

- For charts and graphs:
 - Simple block diagrams are more effective than intricate schematics
 - Use a font size no smaller than 24 pt
 - Use a heavy line thickness for cells or graphics
 - Use colored, dashed, or dotted lines to make graphs more readable vs. varying line thickness
 - Use bright, not muted, colors
- Prepare no more than one slide per minute of the presentation
- Eliminate material that is not essential to the presentation and do not read directly from slides
- Less is more - use short headings and sentences and cover qualifying statements verbally
- Check slides for legibility when photocopied
- Do not use bright reds, blues, and/or greens at the same time (it is difficult for the eyes to focus on these colors)
- Do not use too many colors at the same time, and avoid grey shades
- When preparing a presentation, remember that the average viewer is approximately 20-80 feet away from the screen