



# AUA 2018 san francisco

MAY 18-21

## GUIDELINES FOR YOUR POWERPOINT PRESENTATION

### Create Your Slides in a 16:9 Format

For the 2018 Annual Meeting, Speakers should create slides in a **16:9** format. This format allows speakers approximately 16% more viewable space and 183% sharper images than a standard 1024 x 768 4:3 formatted projector. Microsoft PowerPoint versions since Office 2013 default to the 16:9 format. For PowerPoint versions 2010 and earlier, you can verify your settings are correct by selecting the **Design Tab** at the top of your screen then **Page Setup** on the far left. You should then see a drop down menu for the Page Setup. Click the dropdown and select **On-screen Show (16:9)**. You may see black bars on your laptop screen depending on its resolution but rest assured, your presentation will completely fill the screen in the meeting room.

**For your convenience you can access 16:9 PowerPoint templates on the [AUA2018.org](http://AUA2018.org) Website (under the Speaker Central tab).**

### What if My Presentation Is in the 4:3 Format?

If your presentation is in the 4:3 format you will see black bars on the side of the screen during your presentation. The A/V team will not “stretch” the slides to fill the screen. This is to ensure that your slides and their accompanying content (photos, videos, etc.) remain in their original format. The A/V team will have professionals in the speaker ready room during the posted hours to assist you during the event. Additional PowerPoint formatting information can be found [here](#).

### Do I use Dark Background or Light Background?

- If you are presenting in a dark room (such as the plenary), then a dark background with white or light text will work well.
- If you plan to keep most of the lights on, or if you have strong ambient light (such as a course room), then a white background with black or dark text works much better.

The AUA has both light and dark template options for your use.

### Tips on Fonts and Typefaces

- Use a Sans Serif font (e.g., Arial or Verdana).
- Use at least a 24 point font.
- Use only one font in your presentation. To emphasize text, use a **different color** or **style** (bold or italics, but not both).
- For bullet points, use the 6 X 6 rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Do not use all caps except for titles. Start each line of text with an uppercase character.

### Other Design Tips

- Keep the background consistent.
- Keep the design clean, simple and uncluttered.
- Moving images or animations can distract the audience.