

PowerPoint Presentation Guidelines for A&WMA's Specialty Conferences

INTRODUCTION

These guidelines detail the standards for oral presentations using Microsoft PowerPoint at Air & Waste Management Association (A&WMA) specialty conferences. Your extended abstract or full manuscript for the A&WMA conference contains the details, and your oral presentation introduces attendees to your content and highlights the key points. Creating an effective presentation can be time-consuming because you want to showcase the most important points of your research findings and do this in a manner that is easy to follow. Following these guidelines will ensure that presentations have a uniform and standardized appearance.

PARTS OF YOUR PRESENTATION

- Your presentation should contain an introduction, body, and summary.
- The title slide should include: the title of your presentation/extended abstract; your control number (if applicable); your name and affiliation, along with other co-author names and affiliations; the title, dates, and location of the conference; and mention the Air & Waste Management Association/A&WMA.
- The details of your presentation should include experimental methods, results, discussion, and a summary.
- The closing slide should encourage questions from the audience and include contact information.
- Full acknowledgements and references will be included in your extended abstract or full manuscript, but certain details may need to be included in your PowerPoint presentation.

FORMATTING YOUR PRESENTATION

- Your presentation must be in PowerPoint format on a USB flash drive.
- Limit the use of company logos to the title and/or closing slide(s).
- Use a design template to ensure consistency in your presentation. Standardize the position, color, and style of text and images. Also be consistent with any animation or transitions.
- Include only essential information. List key concepts, not full sentences.
- Put a title on each slide.
- Sans Serif fonts (e.g., Arial, Verdana, Tahoma) should be used.
- Headings should be 32 point font or larger; sub-headings should be 30 point or larger; and text should be 28 point or larger if possible. No text on the slide should be less than 16 point.
- Avoid words in all capital letters
- Limit the use of punctuation marks.
- Use no more than six words per bullet/line and six bullets/lines per slide.
- Create a high contrast between the text and the background (e.g., white text on a blue background, yellow text on a black background).

- Keep the background simple.
- Avoid the use of greys.
- Images or graphics can/should be used to complement the information you are trying to convey.
- Keep figures, tables, and other graphics simple. All lines should be heavy and dark. Symbols, letters, and numbers on figures and tables should be large enough to be seen six feet away.
- Do not include more than two graphics per slide.
- Keep your slides uncluttered, and leave some white space.

LENGTH OF YOUR PRESENTATION

- Carefully assess the amount of materials you plan to include in your presentation.
- A general guideline is to plan for 1-2 minutes per slide (e.g., if you are speaking for 20 minutes, you should develop between 10-20 slides).
- Reference the conference final program for your time slot allocation.

GIVING YOUR PRESENTATION

- Practice and time your presentation.
- Speak clearly and comfortably.
- Load your presentation on the computer in the session room at least 10 minutes prior to the start of the session.
- When standing at a podium, adjust the microphone height as necessary.
- Do not read your slides. Remember, they should just contain the key concepts and remind you of what you want to say.
- Don't turn your back to the audience to look at your slides. Rather, look at the computer in front of you, and project your voice into your microphone and toward the audience.
- If you must reference the screen, always keep the microphone between yourself and the screen so that your voice will project into the microphone.
- The following audio-visual equipment will be available for your use: LCD data projector, laptop, and laser pointer.
- Your presentation may be collected onsite for use in conference proceedings.