

Style Guide for Submission of PowerPoint™ Presentations for Platform and Poster Presenters

This style guide details the formatting standards for a PowerPoint™ (“PowerPoint”) presentation. Following these guidelines will ensure that presentations have a uniform and standardized appearance and that they will be reproduced accurately in the conference proceedings. They will also ensure that your presentation will be easy to read and followed during your session.

Platform and Poster presenters have the choice of submitting either: (1) a PowerPoint presentation, which will receive content review, or (2) one of the standard options, namely a Full-Length Paper or an Extended Abstract, which will receive a more detailed technical review. Note that poster presenters are also required to use the Poster Style Guide for preparing their posters for physical display at live conferences.

This PowerPoint presentation guide applies if you have chosen to submit a PowerPoint presentation rather than a full-length paper or extended abstract. If your abstract has been accepted, you must submit a draft PowerPoint presentation (i.e., upload PowerPoint file) for content review by the draft manuscript submittal deadline. You are still expected to submit your final (or nearly final) PowerPoint™ presentation (i.e., upload a PowerPoint file to the online submittal management system) by the deadline for final manuscript submittals. Only finalized PowerPoint presentations submitted into the system will be included in the conference proceedings. These will be converted to secure PDF format prior to including them in the proceedings.

This guide provides information for preparing your PowerPoint presentation and also discusses general issues such as the submittal process. If you have any questions about this guide, please contact:

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Submitting Your PowerPoint Presentation

Your presentation has been assigned to a session by the reviewers of your abstract. The session chair and any other assigned reviewer(s) will review the content of your draft presentation to ensure that the topic is appropriate to the session; the title accurately reflects the content of the presentation; the presentation represents sound science, engineering, or practice; the presentation is not too commercial; the presentation is well organized; and the presentation is formatted in accordance with this style guide (refer to the PowerPoint Presentation Style Guide for more information on preparing a slide presentation for the conference). During the review process, a dialogue will be created between you and your reviewer. You will be required to submit revised drafts until the session chair accepts the presentation as final. You may be asked to convert your final presentation to secure PDF format prior to including it in the proceedings.

When submitting your PowerPoint slide presentation during the review process and for reproduction of the final PowerPoint slide presentations in the conference proceedings, include two introductory slides, namely the Title slide as the first slide of your presentation, followed by the Abstract slide. The Title slide must include the following:

- Title
- **A&WMA's 118th Annual Conference & Exhibition**
Raleigh, North Carolina
June 9 – June 12, 2025
- Paper # (Number referenced in your acceptance notification)
- Author Name - include all those who have made substantial contributions to the work. Use first names, initials, and surnames (e.g., John M. Smith). Separate authors with the same address by a comma.
- Author address - include the author(s)'s affiliation and address.
- Additional Author Name
- Additional Author address - include the author(s)'s affiliation and address.

Immediately following the Title slide, include an abstract slide(s) of your presentation to briefly describe the content of the actual presentation. It is recognized that the final abstract may have to be completed towards the end of the review process. Do not use the abstract originally submitted with the call for Abstracts if it does not reflect the actual content of the presentation. **You may choose to delete the abstract slide(s) in your actual presentation at the conference.** The abstract slide(s) submission is intended to keep the title, author(s) information, Paper #, and abstract together in one slide and should include the following:

- Title
- Author Names with affiliations
- Paper # (Number reference in your acceptance notification)
- Abstract

Additional Information for Submitting Your Draft PowerPoint Presentation

Your planned PowerPoint Presentation must contain sufficient information for a content review and allow reviewers to guide authors in preparing their final presentations. The PowerPoint file submitted should contain the planned content and conclusions and should be detailed enough for the reviewer to get a complete picture of your Presentation. Remember that 20 minutes is allotted for each platform presentation; therefore, your final PowerPoint should include between 15 and 25 slides with 1 to 2 minutes allotted for each slide. You should recognize that some slides will take a very short time to present, and others may require an extended explanation. You should rehearse your presentation to get a better sense of the timing requirements and to determine the right number of slides for your presentation. Refer to the PowerPoint Presentation Style Guide below for more information on preparing a slide presentation for the conference.

PowerPoint Presentation Style Guide

Introduction

These guidelines detail the standards for oral presentations using Microsoft PowerPoint. Creating an effective presentation can be time-consuming but is necessary to highlight the most important points of your topic or research findings and present it 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; month and year presented; your name and affiliation, along with other co-author names and affiliations, as well as the conference title and dates.
- The closing slide should encourage questions from the audience and include contact information.

Formatting Your Presentation

- The presentation should be furnished in the default Wide Screen slide size (16:9) or Standard slide size (4:3). To select the slide size in PowerPoint, click on the "Design" tab, click on "Slide Size," and select "Standard (4:3)" or "Wide Screen (16:9)". You are encouraged to use the Wide Screen (16:9) size to take advantage of the extra space and presentation aesthetics.
- 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.
- Try to avoid using greys.
- Images or graphics can and 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 12 feet away. Do not use copyrighted images unless you can document that you have a right to publish the image.
- 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. For example, if you are speaking for 15 minutes, you should develop between 15-25 slides, recognizing that some slides will take a very short time to present and others may require an extended explanation. You should rehearse your presentation in advance to get a better sense of the timing requirements to determine the right number of slides to include in your presentation.
- All platform session presentations will be 20 minutes in length including time for any questions. Allow time at the end for questions.

Giving Your Presentation

- Practice and time your presentation.
- You must come to your session room in advance (at least 10-15 minutes before the start of your session). You must bring your PowerPoint presentation stored on a USB removable drive or memory stick and load your presentation on the computer in your session room. If you need help, your Session Chair can assist you with loading your presentation on the computer.
- When standing at a podium, adjust the microphone height as necessary.
- Speak clearly and comfortably.

- Do not just read your slides. Remember that the slides 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.