



Presentation Guidelines and templates

Introduction

Please

- Use slides **#8** and **#9** below as templates for your presentation at FSM5/AfricaSan5.
- Edit the title slide (*slide #8*) and make copies of slide **#9** then add your text and images/graphics etc.
- Use images, photos, diagrams in your presentation, including your logos.
- Follow the guidelines in slides **#1-7** as you prepare your PowerPoint presentation.
- When complete remove slides **#1-8**

Guidelines for Preparing your Presentation

- Text on PowerPoint slides should be 24pt or larger and **must not be** smaller than 20pt.

(Although you can read small text on a computer screen, the audience may not be able to read it when it is projected)

- Tables should be simple, clear with minimum text size of **18pt**.
- Handouts are more effective than slides for detailed information.
- Presentations should be 12-15 slides maximum for a 15 minute talk - unless advised by your session leader

Use Simple Fonts, Strong colours, Less is More

- Simple easy to read fonts e.g. Arial, Century Gothic, Calibri, Trebuchet
- Dark colours and good contrast e.g., black, dark blue, dark green, maroon, brown.
- Use bold colours to highlight – but not pale ones
- Keep information short and concise. Notes not sentences.
- **Rule of 6:** Only 6 lines on each slide and 6 words per line
- Use additional slides to convey your message.

Focus on Content, Main Message not Context

Suggestions for an interesting presentation

Content	No of slides
Title slide	1
Background context	1 - 2
Method/approach/principles	1 - 2
Main content	
Findings include data	
Recommendations/lessons learned	2-3
Takeaways/Summary/main message/Challenge	1
Closing slide	1

Mistakes Everyone Can Avoid

The most common PowerPoint mistakes are –

- Making the text too small
- Putting too much detail onto a slide and too many slides
- Using tables and graphs that people cannot read

REMEMBER

- PowerPoint is just an AID to your talk
- Use it for key points, pictures and diagrams
- It should not contain all the words you will say

How to submit the Presentation

- Your session leader will ask you to send a draft presentation a week or two before FSM5/AfricaSan5. They will check its length and readability, not the content.
- Please deliver the final version to the 'Speaker Prep Room' at the start of FSM5/AfricaSan5 or least 24 hours before your presentation.
- A designer/technician will be available to assist you at the 'Speaker Prep Room'. Once delivered, final presentations will be transferred to the session room.
- **Bring a backup copy** of your presentation – USBs and other devices can be corrupted in transit.
- If you use any Third party software - bring a copy of any industry specific software that you may require.

Presentation Title

Sub-title

Presenting author

Co-author, Co-author

Your organizations and partners logos

Organization

Put a message in your slide title

Slide Titles can add, clarify, ask questions or challenge

- A picture is worth a 1,000 words
- Less is more
- Keep it simple
- Talk the detail – or use handouts



End with Points to Remember

- The audience is not your prisoner!
- Focus on the main message
- Plan and practice
- End with a summary and a challenge