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

<table>
<thead>
<tr>
<th>Content</th>
<th>No of slides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title slide</td>
<td>1</td>
</tr>
<tr>
<td>Background context</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Method/approach/principles</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Main content</td>
<td></td>
</tr>
<tr>
<td>Findings include data</td>
<td></td>
</tr>
<tr>
<td>Recommendations/lessons learned</td>
<td>2-3</td>
</tr>
<tr>
<td>Takeaways/Summary/main message/Challenge</td>
<td>1</td>
</tr>
<tr>
<td>Closing slide</td>
<td>1</td>
</tr>
</tbody>
</table>
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 at 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