

# ICALEO 2021

PowerPoint Presentation Tips & Tricks

## TIPS & TRICKS

- Use the ICALEO provided PowerPoint Template for presentation slides.
- Consider adding your photo to a slide with your introduction.
- Avoid embedding any audio or video files.
- Align headlines and text to the left.
- Minimum font size for legibility is 16 points.
  - This is particularly important for nested bullets since PowerPoint, by default, shrinks the size of bullets the further nested they are.
- Use dark colored font with high contrast to the background. Avoid light or neon colors as these are difficult to read.

## TIPS & TRICKS

- Keep text to a minimum; if your audience is reading, they are not listening.
- Use bullets instead of paragraphs. Rule of thumb: no more than six bullets per page.
- Avoid using italics or underlining. Instead use bold or colored type to call attention to significant content.
- Avoid overusing the color red. Red is best used to bring attention to important concepts or numbers.
- Avoid using ALL CAPS. They are difficult to read and not friendly in nature.

## FINAL THOUGHTS

- PowerPoint is used to emphasize important pieces of the presentation, not as a note card.
- For the most engaging presentation, try your best not to read off the slides.
- Always have someone proofread the final presentation.
- Upload your presentation with notes in the appropriate field within your Catalyst submission. This will ensure the slides are included in the conference proceedings.