

# PowerPoint™ Presentation Guidelines

## Speaker Ready Room: Check-in required for all presenters

The ACS organization requests that all presenters use **Microsoft PowerPoint™ Presentations**. All meeting rooms will have presentation computers. Presentations will be securely sent from the Speaker Ready Room to the relevant meeting room prior to the start of each session. Presenters are encouraged and expected to bring their own CD-ROM or memory stick to the Speaker Ready Room, where they will have the opportunity to review their presentations and make any last minute adjustments.

**Please check in at the Speaker Ready Room at least 4 hours BEFORE your presentation.**

## Guidelines for preparing PowerPoint™ Presentations

### IMPORTANT:

**Please make sure that you include your contact information on the final slide. (This slide can either be hidden or deleted on site once you have checked in at Speaker Ready Room.)**

Please take a moment to carefully read the following information, even if you are an experienced presenter.

**Before your presentation:** You should make it a priority to go by the Speaker Ready Room one day prior to your presentation. This will give you sufficient time to review, rehearse and finalize your presentation. When creating your presentation, make sure you include any external files utilized in the same folder as your presentation, e.g. movie files. When copying your presentation on your transportation media, make sure you copy the entire folder to the CD-ROM/memory stick. To ensure the success of your presentation, remember to make a backup copy of your files and transport that media in a separate piece of luggage. If you have inserted movies in your PowerPoint presentation, you are required to check your presentation in the Speaker Ready Room.

## Naming your PowerPoint file.

Files need to be named as follow:

**By the date of the day followed by underscore:**

15\_ for Wednesday, June 15th

16\_ for Thursday, June 16th

17\_ for Friday, June 17th

18\_ for Saturday, June 18th

**Time followed by underscore**

0900\_ for 9:00

1630\_ for 16:30 (04:30pm)

Etc.

**First initial of first name and then last name.** (Leave a space after the time and an underscore after your first initial)

So, if your presentation is on Thursday the 16<sup>th</sup> at 9:00am and your name is John Smith:  
name your PowerPoint presentation as follows: 16\_0900\_J\_Smith.ppt

Or if your presentation is on Sunday the 18<sup>th</sup> at 4:30pm and your name is Jane Doe:  
name your PowerPoint presentation as follows: 18\_1630\_J\_Doe.ppt

If possible, you should rename other files that go with your PowerPoint (such as videos) in the same manner (you may add A, B, C for multiple files), but with the correct file extension. Then re-link the object back into the presentation.



## Pack and Go / Package for CD / Packages (Windows and Macintosh Office for OS X only)

We would recommend using the "pack and go" feature of PowerPoint™, especially if video or sound files are associated with the presentation. This feature will create a single compressed file, which will contain all the video and sound files, and can then be unpacked in the Speaker Ready Room. This can be done in PowerPoint by selecting **File / Pack and Go (Office 2000 and XP)**.

Select **File / Package for CD** if using **PowerPoint 2003** and **Macintosh Office**.

**Movies:** We can only accept movies that have been created with standard compression CODECS (a video format) that are used by Windows.

Save your files as AVIs or MPEGs only, using the following CODECS:

- Cinepak
- Intel Indeo Video R3.2 Indeo
- 5.10 Intel RAW
- MPEG-1 MPEG-2

**It is imperative that you verify your movies in the Speaker Ready Room if your presentation contains video files. If your PowerPoint presentation includes an embedded video (or videos) you *MUST* bring the presentation and video as *SEPARATE* files. We must have both files loaded on the drive in the same folder for your presentation to display and run properly.**

**Pictures:** Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 72 dpi are not necessary and will only increase the size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

**Fonts:** We can only supply fonts that are included in the basic installation of Windows. Any font other than these will need to be embedded into your PowerPoint presentation. For information on embedding fonts, see below. We suggest using fonts such as Times New Roman, Arial and Tahoma. Use of fonts not included in Windows can lead to words that 'bleed' into graphics or bullets that may not appear as created. You can embed the fonts into your presentation by following these steps.

### Office XP

1. Click **File**, and then **Save As**.
2. On the Tools drop down menu, select **Save Options**.
3. At the bottom of the menu, you will see an Embed TrueType Fonts checkbox. **Check** the box.

### Office 2000

1. Click **File**, and then **Save As**.
2. On the Tools drop down menu, select Embed TrueType Fonts.

### Office 2007

1. Click the Office button, and then PowerPoint Options.
2. Select the Save Tab and Check the box to Embed Fonts in the file.

## Apple Computers:

If you are creating your presentation on an Apple computer, please be aware of the following issues. If you are using PowerPoint 2001, it is recommended that you install the Microsoft Office 2001 Service Release 1 before creating your presentation. You can find this at <http://www.microsoft.com/mac/download/office2001/sr1.asp>.

**Movies:** QuickTime is not native to Windows computers. PowerPoint only supports QuickTime movies up to version 2.5. To ensure the best chance of success, create your movies as MPEG-1 or MPEG-2 files. In addition, use Cinepak for compression instead of Sorenson. Movies saved as AVIs have the best chance of running on a Windows-based device. You can also convert your movies to the MPEG format using QuickTime Pro. Please test your movies and presentation on a Windows-based device before finalizing your presentation.

**Pictures:** Use common image formats that are cross-platform such as **JPG, PNG, GIF, TIF, and BMP**.

**Fonts:** Use common cross-platform fonts such as **Times New Roman, Arial and Courier**. It may be necessary to load your presentation onto a Windows device. Many pre-installed and custom fonts will not translate properly onto a Windows-based device.

**Animations:** Use simple entry animation effects, such as fly in/out, appear, and dissolve.

**Transitions:** Do not use QuickTime slide transitions, as they will not work on a Windows-based device.



## Before You Leave:

Save your files on a memory stick or CD-ROM. If you create a CD, make sure you close or finalize your session. If this step is not accomplished you will not be able to access the CD from any computer. Label your media with your name, and the date and time of your session. These guidelines have been established to help ensure the success of your presentation.

**For technical questions please contact:** [Meeting.ACS@gmail.com](mailto:Meeting.ACS@gmail.com)

For general questions, please contact:

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