

Scientific Program Presentations

PowerPoint Guidelines

Professional scientific presentations are the central focus of our Aerospace Medical Association Annual Program! Here are some guidelines to help you prepare:

- ◆ Audiovisuals **must not** contain any advertising, trade names, or product messages.
- ◆ Presentations will normally be 10 minutes in length, followed by a 5-minute question period (which cannot be used to extend your speaking time). (NOTE: The length of each panel presentation is determined by the Panel organizers.)
- ◆ Please arrive in the presentation room at least 15 minutes before the session is scheduled to begin. Introduce yourself to the session chair(s) and give your presentation materials to the person in charge of audio-visual support.
- ◆ Audio-visual equipment will include a **laptop with U.S. Windows XP, or Vista, U.S. Microsoft Office including Microsoft PowerPoint, CD-ROM/DVD drive, USB ports for Thumb or Jump drives, and an LCD projector with screen, microphones, and a laser pointer**. Make sure to select a unique file name for your PowerPoint presentation. Avoid using common filenames such as "ASMA 2007" that are likely to be used by multiple presenters. (ATTENTION International presenters: Be sure to save your presentation as the U.S. version of PowerPoint!) Thumb or jump drives should be scanned for viruses with U.S. virus scanning software. The onsite Speaker Ready Room will have virus scanning software for use. **Be sure to scan your files for viruses BEFORE you load them on the laptop for your presentation!**
- ◆ **NOTE:** VCR/DVD equipment is NOT PROVIDED. Rental of any VCR/DVD equipment is the responsibility of the authors AT THEIR OWN EXPENSE. Please contact Tom Dozier (email: tdozier@aimmeetings.com) of Accurate Image Marketing for further information.

IT IS STRONGLY RECOMMENDED THAT YOU USE THE SPEAKER READY ROOM TO PREPARE FOR YOUR PRESENTATION.

P R E S E N T A T I O N T I P S

The success of your presentation will, in large part, be measured by your visual aids. I hope you will find these suggestions useful:

- ◆ Cardinal rule: Keep them simple!!
- ◆ Too much data on one slide will be very confusing. When in doubt, use multiple screens (10 is optimum).
- ◆ Remember, PowerPoint is just a means to present your talking points. You need to be sure that you do not use too many hierarchies (bullet levels) on any one slide. It's okay to use real sentences!
- ◆ Preview presentation in a large room to see how well it projects. Viewers in the back of the room should be able to read the smallest print on every screen.
- ◆ Use contrasting colors and avoid mixing dark colors. Text should clearly stand out from the background. In PowerPoint, the best contrast is the dark blue background and yellow text.
- ◆ Contrary to previous instructions and popular opinion, it is actually better to READ THE SLIDE to the audience. Then follow each bullet with a more detailed explanation. The audience can digest about 1 slide per minute.
- ◆ Be sure to include real graphics when applicable; use supporting documentation.
- ◆ Provide contact information to audience so they can request more information. Consider preparing handouts of your slides for note-taking.
- ◆ Remember that a PowerPoint presentation is not the same as a final manuscript. Please consider submitting the final version of your manuscript for publication in a peer-reviewed journal, such as *Aviation, Space, and Environmental Medicine*.

If you need some help or have questions, please contact Pam Day at: 703-739-2240, ext. 101; pday@asma.org