

## **INSTRUCTIONS FOR STUDENT AWARD PRESENTATIONS SWACSM ANNUAL MEETING**

The following instructions are intended to assist you in developing an effective slide presentation. When one considers the amount of time, money, and energy that goes into a research project, it is important to present your work in a clear and concise manner. To have effective communication dashed by an incomprehensible oral presentation is indeed a missed opportunity.

Presentation in the student awards slide session will be limited to a maximum of 10 minutes, followed by a 5-minute period of open discussion from the audience. Therefore, it is recommended that no more than 12-14 slides be used for presentation of tabular and graphic material. Time limits will be strictly enforced.

### **INSTRUCTIONS:**

#### **Slide Development:**

There are many ways to be successful with your slides. At least take the time to consider the essentials.

1. Keep each slide uncluttered
2. Avoid the projection of tables with more than 2-3 columns and rows.
3. Slide dimensions are a 1.5 to 1.0 ratio. Therefore, the closer the outside rectangular dimension of your text or figures approximates this ratio, the more their content will fill the screen when projected, and thus be more legible.
4. Strong visual contrast is a must. Many people have difficulty distinguishing closely related colors, like green and blue, or among subtle shades of a primary color, particularly against incompatible background colors. Up to 10% of the people who view your work will have some degree of color blindness.
5. Simplicity in slide design is the key to clarity. Most graphic software programs have innumerable options for color and symbol shape. Although many are terrific options, it may also be the case that other choices, which look reasonable on your computer screen, will be ineffective when printed. Depending on your specific needs, don't forget that there is much to be said for using large and unique symbols or shading patterns to distinguish groups and conditions, with a more sparing use of color to make these distinctions.
6. Plan ahead. Leave time for remaking slides if, once you view them projected in a large room, they prove deficient.
7. It is rare to hear the comment that a speaker had too few slides, but it is common to hear the concern that too many were projected.

**How many slides?**

- It is impossible to provide a precise guide, as it depends on the complexity of each slide with respect to how long it will take for the audience to become visually oriented, and for the speaker to discuss the salient points. It is, however, difficult to imagine effectively projecting more than 12-14 slides in a 10-minute free communications.
- Practice and experience should be your guide in deciding on the number of slides. Remember that you are very familiar with the work and layout of each slide, whereas audience members will need approximately twice as long to become visually oriented and understand key points.

\*Adapted from ACSM's Instructions – for Oral/Slide Presentations

**When to Arrive?**

The presentation session is from 3 - 4:30pm on Friday evening of the conference. Please plan to arrive at the appointed location no later than 2:30 pm so that all slide presentations can be loaded onto the computer before the session starts.

**What to Bring?**

The presentation room will be equipped with a video projector, computer, slide advancer and laser pointer. You will need to bring your slides on either a CD or USB stick.