



A few tips on creating presentations
for display at Conferences and Meetings.



Tip #1 – Point size.

Conference delegates viewing a projection screen from the back rows is quite different to you viewing your notebook screen.

Rule #1

Get out of your chair and take 2 steps back and see if you can read your slide.

If you want your delegates to read your content from the back rows increase your point size until your content is readable from at least 2 metres away.

ie: minimum 32 point or larger.



Tip #2 – Aspect Ratio.

Most Conference Room screens today are 16:9 aspect ratio or Widescreen.

Rule #2

Produce your presentation in 16:9
Presentations created in 4:3 will display
with blank blocks on each side.

Need help? [Google – Microsoft Powerpoint Aspect Ratio](#)

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Tip #3 – Use the same computer.

Often a presentation may be created in the office, edited at home and then again in the airport lounge. Chances are you may use different versions of powerpoint which may not recognise or support content from other versions.

Rule #3

Use the same version of Powerpoint.



Tip #4 – Try not to use all the slide

Some Conference Room screens are positioned too low and delegates crane to see the bottom of the slide or simply don't bother.

Rule #4

If possible avoid putting important content at the bottom of the slide (where this is!)



Tip #5 – Remember contrast

Some combinations of background colour and text colour just don't work.

Blue on black, Yellow on white etc.

Often the colour settings on a projector are not the same as your notebook or PC screen and remember the room is not dark like a cinema.

Rule #5

Use high contrast text and if possible preview it during a program break in the Conference room.



Tip #6 – Your ETA.

Loading your presentation onto the Conference Room notebook as you take the stage is asking for trouble.

Rule #6 Please BE EARLY!

Your presentation should be in the hands of the AV team well before the 1st speaker of your session starts.



Tip #7 – Use the latest version.

The later and latest versions of Powerpoint have some really tricky inbuilt features to improve your presentation. Like Zoom whereby you can highlight a section of a slide and have it go full screen. Great for graphs, data and photos. Explore the options.

Rule #7

Update your version to Office 2013 or later.



Tip #8 – Inserting Audio or Video.

Inserting audio/video or links, YouTube etc can bring you undone particularly if the Conference Room internet connection is not up to speed. Your video can finish up looking like a slideshow.

Rule #8

Download audio files & videos to your USB to avoid relying on an internet link on the day.
Our AV tech can assist you download video and check that it runs OK.

A decorative graphic on the left side of the slide, consisting of white lines and circles on a dark background, resembling a circuit board or a network diagram.

Tip #9 – Apple lovers.

Conference Room AV is typically set up for PC notebooks with HDMI or VGA external display connections. Apple notebooks require converters or adaptors to connect to these AV systems and there are many different types of Apple connectors.

Rule #9

Buy a compatible VGA and/or HDMI display adaptor for your Apple computer and bring it with you.
Available from your nearest Apple store.



Rule #10

If in doubt refer to Rule 6

Be early and ask the AV tech in the speaker prep room to help you out.
That's their job.

Oh and one last tip. Check out
the keyboard shortcuts for Powerpoint.
Google it.



We hope some of these tips help transform
your next presentation.

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or email intavent@bigpond.com today.