Guidelines for Webcast & Recorded Presentations

This event will be both Webcast for remote audiences and recorded for an electronic proceedings and podcast, necessitating more stringent guidelines for slide preparation.

File Format:

- Windows PowerPoint slides are preferred (although Mac OS slides should be usable).
- Remember to include with the PowerPoint any media files and other external objects to ensure presentations play correctly. (Windows Media Player and QuickTime are the player applications supported.)
- Embed all fonts to avoid unexpected type-rendering, especially where technical notation involves pi or symbol characters. (See page 7)
- Optimize graphics for onscreen presentation (i.e., cropped and recompressed) in an image-editing application or in PowerPoint itself (See page 8).

Presentation Style & Structure Considerations

- Each presentation should begin with a title slide that includes topical title; the presenter's name, position, and institution; the date; and some reference to the conference.
- A short author(s) biography (120 words or less) should follow the title slide. Include academic and/or professional background (perhaps years of experience) and recent initiatives/research that are pertinent to the track subject matter. If possible, also include a photo of the author(s)/presenter(s).
- Presenters should include a Q&A slide (if appropriate) and a contact information slide at the end (combined Q&A/Contact is fine; just so ther's enough blank space to show an image to show during Q&A.
- Fonts should be sans serif and – to enhance visibility – no smaller than 16 point.
- Limit font styles (title, text, labels, etc.) to a reasonable minimum to avoid distraction. Upper- and lower-case type reads better than all caps; use normal capitalization for content.
- Charts and graphs with clear *x*–*y* labeling are frequently more successful than tables for communicating statistical information.

Information Release Requirements

Presenters must ensure their content is appropriately reviewed for public release and must sign release waivers and submit to SRNL prior to the event.

See attached *Permission to Publish* form.

Conference Presentation Guide

- Institutional and corporate slide formats are acceptable, provided their specifications are compatible with minimal Webcasting requirements (see type specifications on pp.6–7)
- Animations and media files are welcome; Windows Media Player is preferred
- Please name files "*authorlastname.ppt*" (add "*-1*", "*-2*", etc. for multiple presentations)
- Three pages that follow provide other guidance

Presentation Title

Thematic/Institutional Graphic

Add a title slide like this if not already included.

Leave this area blank (the lower left corner of the title slide used to add “picture-in-picture” views of speakers during the Webcast).

Author Name, Affiliation

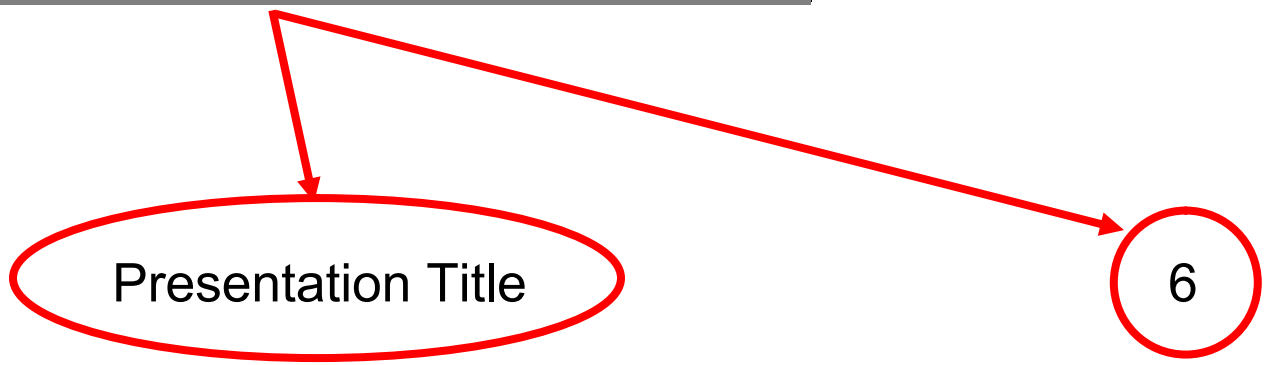
Date of Presentation

Type specifications for Webcasting & recording:

Slide Title
(bold, sans-serif, 24- to 28-point)

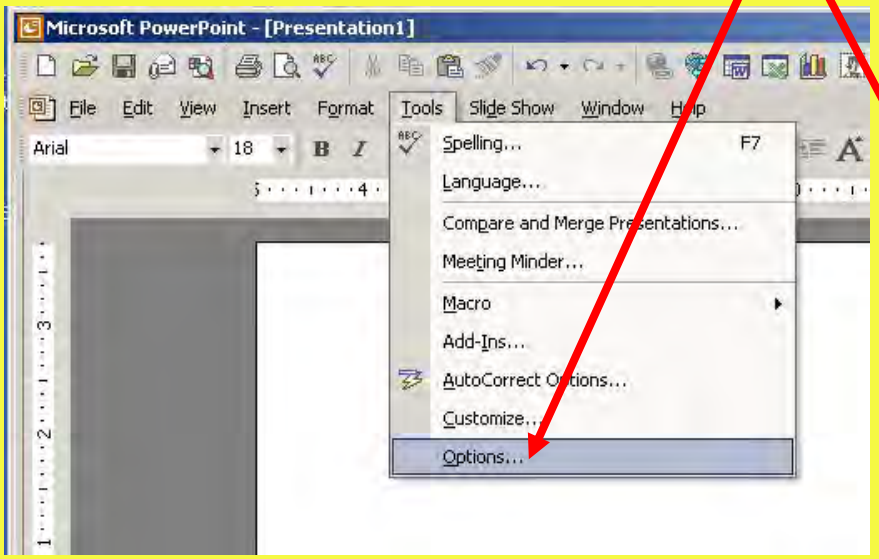
- **1st-level subtitle (bold, sans-serif, 20- to 24-point)**
  - **2nd-level subtitle (bold, sans-serif, 18- to 20-point)**
    - 3rd-level subtitle (sans-serif, 16- to 18-point)

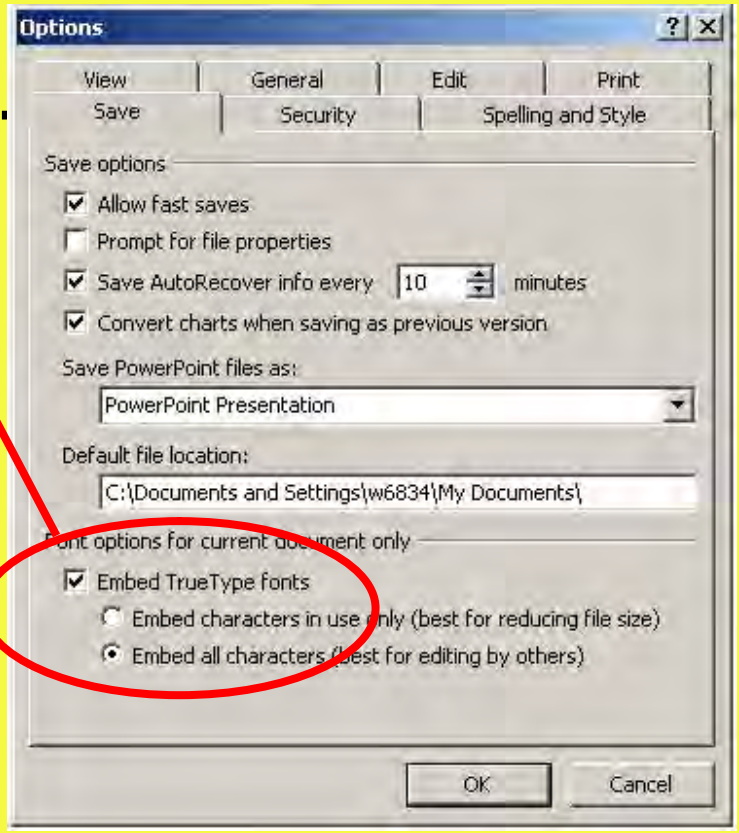
Include title and slide number in footer on all but title slide:



Embed all fonts . . .

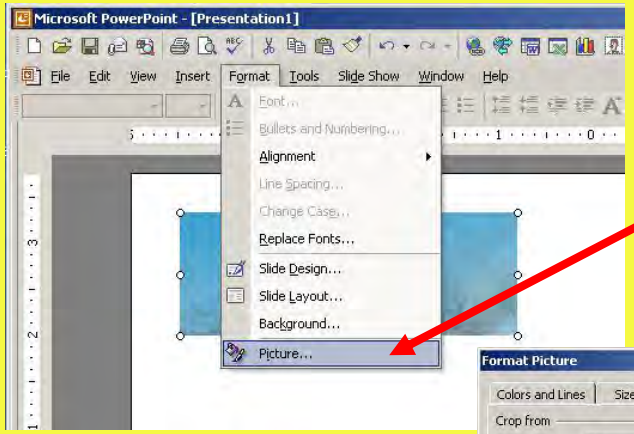
- **Embed all fonts:**
  (from Tools>Options>Save…



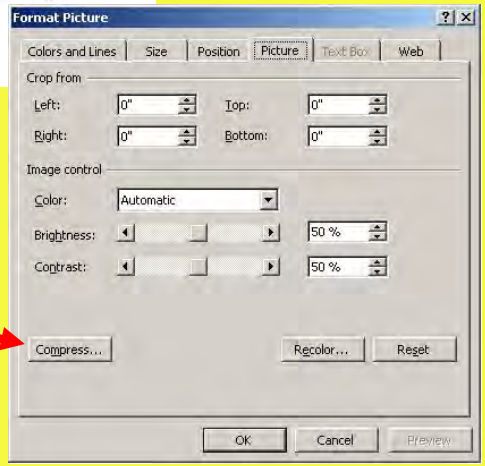


Optimize Graphics in PowerPoint*

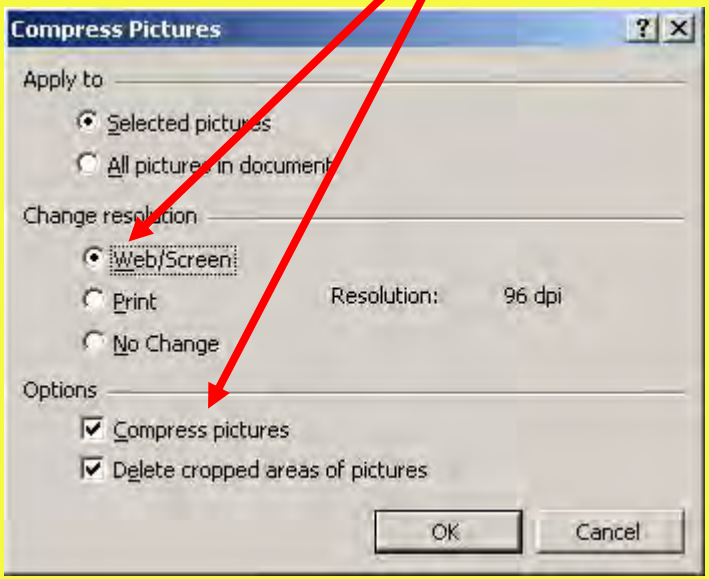
1. Select any graphic, then select Format>Picture…



2. Select compress…



3. Select Web/Screen and Compress Pictures



***These windows are from PowerPoint XP; functionality in ’2003 and ’2007 is similar.**