

# 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.
- 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 there'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)

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

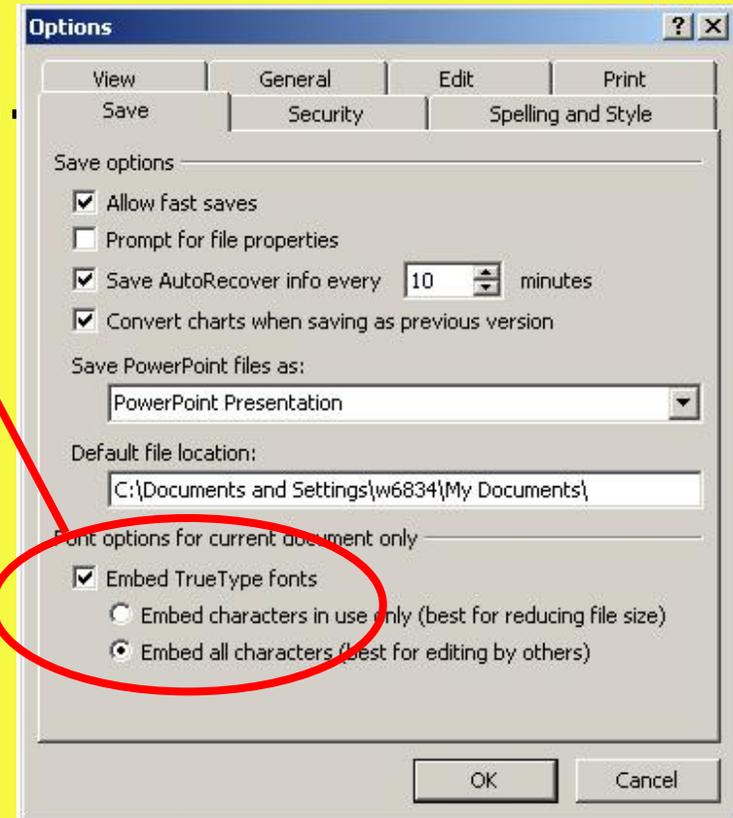
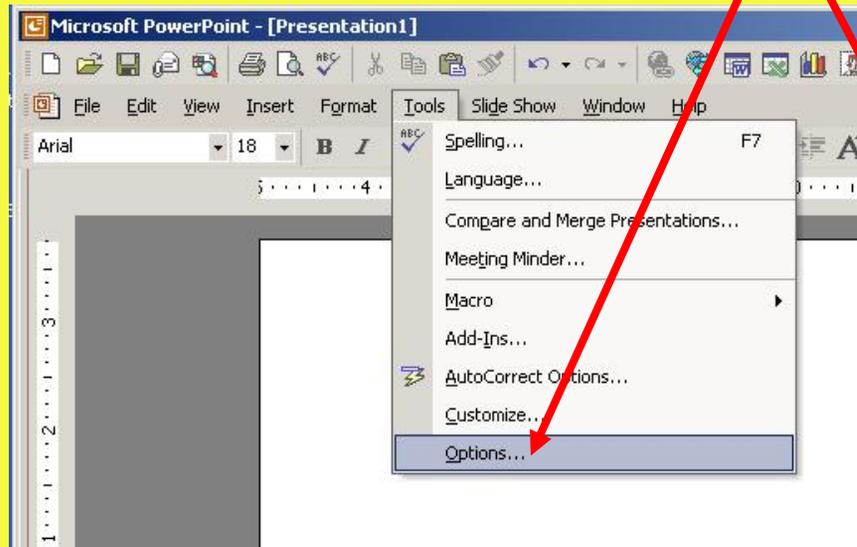
Include title and slide number in footer on all but title slide:

Presentation Title

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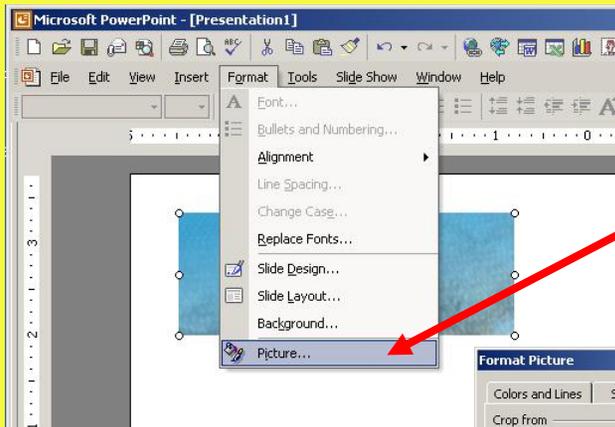
# Embed all fonts...

- Embed all fonts:  
(from Tools>Options>Save...

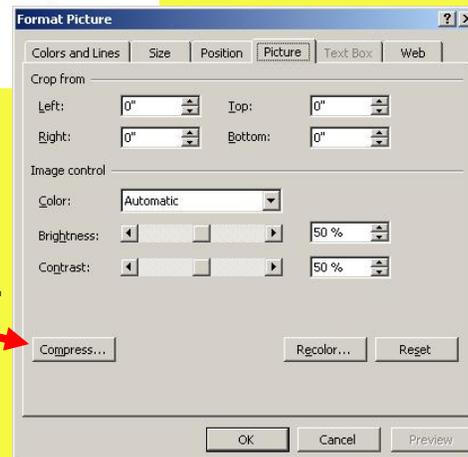


# Optimize Graphics in PowerPoint\*

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. 8