



## National Environmental Monitoring Conference 2024

### Style Guide for PowerPoint Presentations (Due July 12, 2024)

***NOTE:** All presentations must be submitted prior to the conference. If needed, there will be an opportunity to make updates to your presentation until two days before your session – but it must have been initially submitted before the conference in order to prevent the cancellation of your presentation. When you submitted your abstract, you agreed to send a copy of your presentation by the due date.*

#### **Presentation Submission**

Please upload a copy of your 2024 NEMC presentation on the Environmental Measurement Symposium (EMS) website by July 12, 2024. Go to <https://envirosymposium.group/meeting/2024/submit-presentation-home.php> to upload your presentation.

Your presentation should be less than 20MB in size for ease of uploading. Pictures are often the reason for larger file sizes, so instructions are included below that will help you easily reduce your file size if it is larger than 20MB (see Compressing Images). If you have a special situation and need to upload a file larger than 20MB, please contact William Daystrom ([william.daystrom@nelac-institute.org](mailto:william.daystrom@nelac-institute.org)) so that alternate receiving procedures can be discussed.

All PowerPoint presentations will be made available in PDF format on the NEMC site after the conference. We will work with you if approvals take longer than expected, but do not present anything that cannot be posted.

#### **Presentation Format**

Your presentation should be saved in Microsoft PowerPoint .pptx widescreen format. ***WebEx does not allow for slide-to-slide transitions other than by mouse click, or animations on individual slides.***

The presentation should have a first page with the title of the presentation (**same title as abstract**), the presenter's name, and the presenter's affiliation. In general, each presenter has about 30 minutes: 20-25 minutes for the presentation and 5-10 minutes for questions. Sometimes there are a couple of sessions with more people that have shorter times – check with your session chair for details.

These are a few suggestions when putting your presentations together:

- Don't use fonts smaller than 24 points. 28 point fonts often work best.
- Keep your font style similar throughout the presentation.
- Avoid overuse of bold, italic and ALL CAPITALS.
- Use 36-44 point fonts for titles.

- Don't overload slides with too much text. Your audience should be able to grasp the content within 7 seconds. You want them to pay attention to you.
- Keep backgrounds simple so that the text is readable. There should be good contrast between the slide background and the text color. White backgrounds can be harsh on the viewer's eyes.
- Make sure that any charts or graphs are easily read on a large screen – avoid overload of data.

Please review the PowerPoint <https://envirosymposium.group/meeting/2024/docs/2024-NEMC-DeathByPowerPoint.ppt> on preparing PowerPoint presentations to avoid “death by PowerPoint.” You will find this very informative, and it is available under “Information for Presenters” on the NEMC website.

### **Compressing Images**

Often, as you create a PowerPoint presentation, the file size can quickly increase to an unmanageable level. One way of reducing it is to compress the images used throughout the presentation. PowerPoint 2002 and later can achieve this, thus removing unneeded data. Below are numbered steps to help you reduce your file size:

1. Right-click the picture, and then click **Format Picture** on the shortcut menu.
2. In the **Format** dialog box, click the **Picture** tab, and then click **Compress**.
3. Under **Apply to**, do one of the following:
  - To compress just the current picture, click **Selected pictures**.
  - To compress all the pictures in your presentation, click **All pictures in document**.
4. Under **Change resolution**, do one of the following:
  - If your presentation will be used for a screen show, click **Web/Screen**.
  - If you plan to distribute your presentation as printed pages, click **Print**.
5. Under **Options**, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.
6. Click **OK**.
7. If prompted, click **Apply** in the **Compress Pictures** dialog box. PowerPoint will compress the picture or pictures for you automatically.