National Environmental Monitoring Conference 2027

Style Guide for PowerPoint Presentations
(Due July 9, 2027)

NOTE: *All presentations must be submitted prior to the conference. If needed, there will be an opportunity to make updates to your presentation until one week 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 2027NEMC presentation on the Environmental Measurement Symposium (EMS) website by July 9, 2027.

Go to https://envirosymposium.group/meeting/2027/submit-presentation-home.php to upload your presentation.

If you have a problem submitting your presentation, please contact William Daystrom (william.daystrom@nelac-institute.org) or speaker Liaison, Barbara Hansen (bzh-nemc@hotmail.com) for help with the process.

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 must be saved in Microsoft PowerPoint .pptx widescreen format. **Please be careful with the font that you choose in your presentation,** as less common fonts will not convert well if they are not on the Conference computer used for your presentation. This can cause your presentation to not fit properly on-screen.

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.
- Again,your presentation should be the focus, not the PowerPoint.

Please review the PowerPoint guide - https://envirosymposium.group/meeting/2027/docs/2027-NEMC-DeathByPowerPoint%20-%209-16-24.pptx You will find this very informative, and it is available under "Information for Presenters" on the NEMC website.