ISPPD-14 PowerPoint Guidelines

PowerPoint Presentation Requirements
- Speakers are advised to use the official ISPPD PPT presentation template.
- Templates are set up in 16:9 aspect ratio. Please do not alter this ratio.
- Organisation logos can only appear on the first and last slide.

Required Slides
- Slide 1 – Title Slide – includes session title, session date, speaker(s) name, title, organisation. Organisation logo(s) may appear on this slide.
- Slide 2 – Conflict of Interest disclosure slide(s) for CME purposes.

Recommended Fonts
- Arial or Calibri

Text
- TITLES should be no larger than 40 points, capitalise the first letter of each word (where appropriate), and be consistent with capitalisation. Do not use ALL CAPS (unless for abstract titles).
- BODY text should be between 20 and 28 points.
- Slides should only contain essential, bullet-pointed information.
- Avoid ALL CAPITALISATION.

Images and Animations
- Do not use more than three images per slide.
- Make sure details on any graphs you've included will be legible.
- Any colors you choose for graphs should be legible for those who are color blind.
- Leave out sound effects and background music.
- If using embedded video double-check to ensure that it works and mandatorily test in the Speaker Ready Room onsite at least two hours before your session.
- Stick with simple animations, if you use them at all.

Content Slides
- Ensure no proprietary information has been included.
- Receive permission to use graphs/charts/photos, and source the items/data.
- Avoid using copyrighted material/content. If using, you must receive permission from the source and send a copy of the permission to ISPPD.

Tips
- Keep each slide simple.
- Make sure your presentation is easy on the eyes – do not use distracting images or colors, font not too small, content/graphs not too busy.
- Slides should be used to guide the discussion, therefore, the amount of text on each slide should be kept to a minimum.
- For further tips on how to create and deliver a better presentation, please click here.