

## **POWER POINT PRESENTATIONS**

### **Speaker Preview**

You will be required to send your presentation in advance of the conference. If you have amended or updated your presentation you should bring your presentation to the Speaker Preview as soon as possible, at the start of the day or in any of the refreshment or lunch break. The Speaker Preview will be located in the Chancellor's Building foyer.

**Please email your PowerPoint presentation to**

**support@designedeventproduction.co.uk**

**SUBJECT: ICUA2024 Bath 2024**

**Deadline: Friday 7 June 2024**

Please highlight in your email if you have included any sound or video clips so that these can be checked prior to the conference.

All presentations will be run on a computer projector. To avoid technical hitches and delays during transitions, all computer presentations will be run from the same computer.

### **Power Point Guidance notes**

PowerPoint is a great tool for organising graphics, pictures, audio and video files.

Presentation size - Widescreen 16:9.

We recommend a font size of 20 point or greater. If your slides won't fit on one screen at this size, split them over more than one slide, Information is better delivered in bite sized chunks.

Avoid low contrast combinations. Black on white or white on black text is safest.

Some highly legible fonts include Arial, Verdana, Georgia, and Helvetica.

The IOA template attached is a guide but is not mandatory.