



# PowerPoint Requirements

## PowerPoint Slides Requirements

- The ICPHSO Approved PowerPoint template is designed in 16:9 format. Do not adjust.
- Use readable font in a font size of 24 pt or larger.
- Limit text to 3-5 meaningful phrases. Use illustrations instead of text, where possible. We are placing a heightened emphasis on the use of technology. More instructions will be sent about the updated technology we will be using
- Do not present lengthy text, large tables or charts in slides. Instead, summarize findings.
- Slides must not contain any commercial sales pitches or promote any speaker's organization.,
- Limit the number of presentation slides to allow for a 15 minute Q&A session!

*ICPHSO reviews all slide content prior to the conference and reserves the right to request or require speakers to modify their content.*

*ICPHSO reserves the right to use any/all conference slides for distribution to its attendees and members, for use online, in social media, newsletters or other communications, or for any other purpose consistent with ICPHSO's mission.*

## Content Tips

- Content and examples should be current and relevant to the audience (i.e., pertaining to consumer product safety).
- Proposals/presentations based on unique issues (e.g., single product hazards) should make an effort to advise how findings apply to other products and stakeholders in order to appeal to attendees who are not involved with that specific product.
- Practice your presentation so that you speak from memory and notes rather than just reading your slides aloud. As you practice, time your presentation so it does not exceed your time limit. Also, you should perform a practice run through your slides to ensure they don't exceed 2 minutes per slide.

## Helpful Presentation Tips

- Please make sure you are in the session room at least 15 minutes prior to your session. (please meet at the AV table in the back of room) Be mindful as the session before yours is wrapping up.
- Be considerate of your audience and the schedule. Start and end your presentation on time.
- Speak into the microphone provided. If using a lavalier (cordless microphone), please make sure you turn into your microphone as opposed to away from it.
- When responding to questions from the audience, repeat the question before answering.
- ***Absolutely no sales pitches or promotional presentations will be allowed. Session coordinators and moderators*** will bring any such activity to the attention of the Symposium Chair and Executive Director.