

Computerized Presentation Guidelines
2006 International Society of Psychiatric-Mental Health Nurses Annual Conference

The ISPN will be providing a PC compatible laptop computer in each room for those presenters using PowerPoint presentations. Please review the information below carefully and plan to arrive at your meeting room 30 minutes in advance of the session start time (not your individual talk time) to load your presentation.

- Bring two copies of your presentation, in case of storage or media failure
- Provide your presentation on a USB Thumb Drive (jump drive or flash drive) or CD ROM

Note: If your presentation contains audio, be sure to inform the event management well in advance so that proper audio equipment can be made available.

Speaker Ready Room

The Speaker Ready Room will be open at the following times in the Mollie Brown Room:

Date	Time
Wednesday, April 5, 2006	11:00 a.m.-6:00 p.m.
Thursday, April 6, 2006	7:00 a.m.-6:00 p.m.
Friday, April 7, 2006	7:00 a.m.-6:00 p.m.
Saturday, April 8, 2006	7:00 a.m.-11:00 a.m.

A laptop computer will be available in the Speaker Ready Room. We suggest that you stop by and load your presentation and preview it well in advance of your presentation. Problems can then be detected before your session.

The following audio/visual equipment will be available in your meeting room:

- 1 – laptop computer (PC)
- LCD projector
- Screen sized to the meeting room
- Lectern microphone
- Lavaliere microphone
- Aisle microphone (for questions)

Available Software:

The following software will be available on all presentation computers:

- Adobe Acrobat Reader (this will not allow you to change/edit your pdf file).
- Microsoft Windows XP
- Microsoft Office 2003* including:
 - o PowerPoint 2003
 - o Word 2003
 - o Excel 2003

*This version of MS Office will operate files from earlier editions.

Macintosh Tips:

1. If you are preparing your presentation on a Macintosh computer please take care to ensure the following:
 - a) Use a PC formatted disk.
 - b) Add the file extension .ppt to your presentation.
2. If you are using Apple's application "Keynote" or the older "AppleWorks" be sure to save your presentation either as a PowerPoint compatible file, or as a PDF document. Keep in mind that if you save your presentation as a PDF file you will not be able to edit it on site.

Design Tips:

- 1) Make sure that you can read your slides from at least ten feet from your computer screen. If you can't read it from there, people in the back of the room won't be able to read it either.
- 2) Use contrasting colors for the text and the background so the text will be easy to read.
- 3) Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
- 4) Avoid using non-standard fonts. Standard fonts include Geneva, New Roman, Helvetica.
- 5) Use short phrases and sentences to convey your message.
- 6) Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
- 7) Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
- 8) Keep text simple and easy to read by not using many different text effects such as bold, italics, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.
- 9) If there is a video attached to your presentation, make sure that it is embedded in PowerPoint and not on your desk top. You should also arrive at your session room well in advance to confirm your video is playing properly.