

10 Tips for Better PowerPoint Presentations:



ISOPE Conference and Symposia

1. Use your slides to **emphasize your point**, keep yourself on track, and illustrate your point with a graphic or photo. Don't just read the slides.
2. Don't make your audience read the slides either. **Keep text to a minimum** (6-8 lines per slide, no more than 30 words per slide). Write in sentence fragments **using key words**, and keep your **font size 24 or bigger**.
3. Use easy-to-read fonts such as **Arial and Times New Roman**, and, if you have to use a complicated font, use it sparingly.
4. Make sure your slides are easily readable by the audience. Keep in mind the distance from the screen to the back of the conference session room.
5. Make animations simple if you use them at all. Remember that English is not the native language for many in your audience.
6. **Graphics.** Avoid very light **colors** such as yellow on white background. Make the **legends** large enough so that the audience can read. **Don't use weird colors and busy backgrounds.**
7. **Spell-check** your slides. **Proofread, proofread, and proofread.** Make sure that you did not **misspell** your paper title, own name or company name and co-author names.
8. **Practice, practice, and practice.** The more times you go through the presentation, the less you'll have to rely on the slides for cues and the smoother your presentation will be. PowerPoint software allows you to make notes on each slide, and you can print out the notes versions if you need help with pronunciations or remembering what comes next.
9. **Slide background on title and presenter page.** Use photos relevant to your presentation topic.
10. If you haven't made prearrangements of **sound effects** with the ISOPE office, there will be no sound system. The same goes **for animated graphics and imbedded video files.** Leave out the sound effects and background music, unless it's related to the content being presented.

Don't copy your paper text to your slides and read!