

INSTRUCTIONS FOR 2017 NACRW SPEAKERS

- Software:** **Use Microsoft PowerPoint Only!** All versions of PowerPoint are acceptable. But other software products are not acceptable.
- Hardware:** We will provide the laptop and projector during the meeting. **Special arrangements must be made IN ADVANCE if you wish to use your own equipment** (using your own equipment is strongly discouraged except for extraordinary circumstances).
- Submission:** It would be helpful if you could send us your presentation before the meeting begins. You may submit your .PPT file in a number of ways: CD, USB drive, or e-mail. We pre-test all .PPT files. Such pre-submission will assure that your file loads on our computer correctly, that resolution is acceptable using our particular projector, and that it will project clearly.

You can e-mail (to teri@nacrw.org) your presentation **by Sunday, July 23, 2017.**

If you are not able to submit prior to the meeting, please contact Teri to let her know you will be bringing your presentation with you. Teri will be available at the Registration desk on Sunday between 2:00 pm and 6:00 pm to accept presentations. You may also give your presentation to the AV Coordinators at the break time prior to your presentation.

- Rehearsals:** During the meeting, please contact the NACRW registration desk or AV volunteers if you wish to preview your presentation at the meeting
- Questions:** Teri Besse teri@nacrw.org
- Permission:** Presentations will be posted on the website after the meeting. You must grant us "Permission to Post" your presentation. Failure to submit this permission form will result in your presentation not being posted on the workshop website.

To avoid any confusion, if you have the capability to create .pdf files, it would be very helpful if you would send us a "Ready to publish" .pdf version of your presentation to post on the website. Send form and file to teri@nacrw.org.

A PERMISSION TO POST FORM WILL BE EMAILED TO YOU JUST PRIOR TO THE CONFERENCE.

NACRW Information Sheet for PowerPoint Presentation

Please see the following pointers for your upcoming presentation at the 54th North American Chemical Residue Workshop. **The following pointers are provided to reduce and hopefully avoid technical disruptions during the sessions.**

Submit presentations by Sunday, **July 23, 2017**, to teri@nacrw.org to ensure there is time to load and troubleshoot your presentation. Presentations may be loaded on the opening day of the conference, however, there may not be time to test or troubleshoot your presentation. In this case, we advise you to have back-up notes in the event the presentation does not run as expected.

Bring a copy of your PowerPoint file and associated audio or video files saved in the same folder on a flash drive. If your presentation includes video or audio, it is best to use PowerPoint 2010 and embed the video/audio files directly in the presentation. Do not dynamically link from other programs.

Reference the Conference Program for your allotted time. This time includes a five minutes for Q&A at the end of your talk. It is very important we adhere to the published speaker schedule.

Arrive in the meeting room 5 minutes prior to the session start time to check in with the moderator and familiarize yourself with the remote and/ or pointer.

All speakers and the moderator should sit in the front row near the podium or at the head table if applicable. A wireless microphone will be available.

NACRW will provide the presentation laptop which will have **Microsoft Office 2010 and 2016**.

POWERPOINT PRESENTATION TIPS

The following are recommendations to help with the integrity of the presentation.

- While creating your power point presentation, use an aspect ratio of **16:9 or 4:3, (16:9 is preferred)** and leave ¼" border around the edge of your slides with no text or graphics to avoid having any content of your slide accidentally cut off on the projector screen.
- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Limit file size where possible. Photos for slides can be compressed and saved in a lower resolution. This does not affect the integrity of the presentation on the screen.
- Arial and Verdana fonts are easier to read in a large room.
- The following font sizes are recommended to ensure your presentation is visible to all:
 - Title: Bold Typeface minimum 40 pt size;
 - Subtitles: Bold Typeface minimum 32; and
 - Text and Figures Bold Typeface minimum 24 pt size
- Consider using the 6x6 readability rule: no more than six words per line and six lines per "page"
- Use contrasting text and background colors.
- Avoid using the color red as it may bleed into the background and be difficult to read.
- Keep in mind that graphics and charts must be read from a considerable distance.