



2009 OTA 25th Anniversary Annual Meeting OTA Audio Visual Guide

Overview

- *It is recommended that all presentations be created in Microsoft PowerPoint 2007.
- *Presentations must be submitted one (1) day in advance of the presentation in Speaker Ready Room, Elizabeth Foyer.
- *Bring your presentation on a USB flash drive or CD-ROM.
- *Speaker Ready Room Hours of Operation:

<u>Speaker Ready Room -</u>	<u>Elizabeth Foyer</u>
Tuesday, October 6 -	4:00 pm – 7:00 pm
Wednesday, October 7 -	6:30 am – 6:00 pm
Thursday, October 8 -	6:30 am – 6:00 pm
Friday, October 9 -	6:30 am – 6:00 pm
Saturday, October 10 -	6:30 am – 4:00 pm

General Session Room Set-up

- * Primary and secondary computers with a monitor
- * Laser pointer
- * An audiovisual technician
- * A mouse, keyboard and LCD monitor
- *2 screens for computer and video projection
- *Speaker Timer
- *Microphones

COMPUTER PRESENTATION GUIDELINES

Central Computer Guidelines

- *Presenters advance the computer from the podium via remote.
- *Power Point is essential. **Presentations should be saved on a USB flash drive or CD-ROM.**
- *Bring back-up disks of your presentation. Your laptop will serve as an additional backup.
- *Video files should be in .WMV (Windows Media Player) format, and must be included in addition to the powerpoint presentation as separate files.

General Computer Equipment Guidelines

- *Use only Western alphanumeric characters to name the Power Point program.
- *Presentations using anything other than the very basic Windows fonts must include copies of the font (*.tff) files with the Power Point program.

Computer Slide Format, Text and Images

- *OTA suggests a minimum slide typeface to be 30 point and hardcopy typeface to be a minimum of 1/4"
- *OTA recommends a sans serif typeface such as Helvetica or Arial. Arial is Power Point's answer to Helvetica.
- *Use color for emphasis ONLY. White or yellow lettering on a blue background is attractive and easy to read.
- *Limit message on slide to seven lines or less. Do not use more than seven words per line.
- *One or two simple slides are better than a complicated slide.
- *Keep illustrations simple. A slide is not a textbook. The significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- *Darker saturated backgrounds work best. Whenever possible, test on a projection system.
- *If original artwork is generated on a computer slide program such as Power Point or Freelance, the printed format of the artwork is 7 1/2" x 10". The minimum height of lower case letters should be 30 points.
- *Images work best as JPEG's (JPG.)
- *Image size should be approximately 800 x 600 pixels.