



## American Association of Bovine Practitioners - General PowerPoint Recommendations

**\*\*ALL PRESENTATIONS MUST UTILIZE POWERPOINT\*\***

### 1. Font

- Use at least 36 point font for headings.
- Use at least 24 point, non-script font for body text.
- **If you need to say “you probably can’t see this if you’re in the back of the room”, make it bigger or don’t use it.**
- Ensure that the size of the fonts used (for headings, body text, etc.) is consistent throughout the presentation.
- Avoid ALL CAPS, *italics* or underlined text.

### 2. Content/Conflicts of Interest

- **The second slide (the one after your title slide) should disclose all conflicts of interest utilizing the AABP template slide provided in the speaker portal. If you have no conflicts of interest indicate so on that slide.**
- Less text on the slide is generally better than more text.
  - Keep the number of bullets per slide to 6 or less.
  - Keep the number of words per bullet to 6 or less.
  - Spell check!
- Fewer slides are generally better than more slides.
- **A good goal is one slide per minute of presentation time.** \*\*The moderator will ensure that your presentation is finished within the allotted time to keep the rest of the program on schedule therefore if your presentation is not finished within that amount of time the moderator will ask you to stop without finishing all of your slides\*\*
- It is a good idea to leave 5 minutes for questions.
- Avoid imbedded videos. Make sure to test your videos on another computer prior to the conference. \*\*If absolutely critical to your presentation, please discuss with your session organizer well in advance of your scheduled presentation time. Make sure videos are saved separately so they can be saved if needed on the presentation computer\*\*
- Do not imbed sounds.
- Keep pictures, animations, sounds, and distracting slide transitions to a minimum.
- Be mindful of using Copyrighted material.

### 3. Backgrounds

- Use simple backgrounds.
- Use the same background throughout the presentation.

- Use a dark font on a light background in well-lit rooms.
- Use a white or light font on a dark background for dark rooms.
- Use high-contrast slide colors; avoid color combinations that could be difficult for colorblind viewers to see (i.e. red and green).

#### 4. Layout

- Slide orientation can be in the **16:9 widescreen format** to maximize use of the screen. 4:3 square format is also acceptable but will have blank edges around the slide.
- Title slide should include:
  - Title of the presentation
  - Authors (denote presenting author)
  - All author affiliations
- Final slide should include acknowledgements and all granting and funding organizations.