

Making Your PowerPoint Presentation the Best It Can Be!

Guidelines for presentations to be projected on screen at Annual Conference Session

SOFTWARE:

If planning to make a PPT presentation there are several ways to accomplish this.

You may already have PowerPoint on your computer, and know how to use it. If so, here is a helpful guide. If you do not use PowerPoint, please seek assistance from someone in your group who has PowerPoint and is knowledgeable about the program.

PowerPoint Template: A presentation template in PowerPoint has been created for your use.

TEXT FORMAT:

When producing your PowerPoint material, begin by choosing the Portrait orientation (go to: File, Page Setup, and select Portrait). Please use **ARIAL, Bold, 36 points** for text and **ARIAL, Bold, 48 points** for titles. More stylized fonts, as attractive as they may appear on paper, are difficult to read on screen. A font size below 36 will be too small to read easily, especially for those in the rear of the auditorium. Finally, one of the most common mistakes is to try to cram too much text on a single slide. Resist the temptation! Please remember to include a hard copy of your presentation with your final program.

SCRIPT:

If your presentation has two (2) or more slides, you must provide a script to accompany the presentation itself. The script must include every spoken word beginning from "Good Afternoon..." and must include the slide number associated with each accompanying sentence throughout.

This script provides the greatest guarantee that your presentation will be as you envisioned it. We know this requires extra work on your part – but when the lights go down and your first image comes up, you will be able to see and appreciate the results!

Please note that we will not accept presentations of two or more slides without a script, nor without a rehearsal – and we will not be able to accommodate last minute changes to your presentation.

PHOTOS:

If it is within your control, photos should be high resolution. This is not the place to save disk space! The better the resolution, and the larger the "original," the clearer

and sharper it will appear on screen. If you are scanning images, make sure the final scan is above 1024x768 and then scale it down to the size needed. Some good quality 800x600 images will work as well. Remember, this image needs to display on a screen several yards across, not just on a computer monitor.

SOUND CLIPS:

You may embed sound clips in your presentation. Any format that works in PowerPoint is acceptable. Alternatively, you may submit a CD with the sound (such as music) along with your presentation. If so, be sure that you "insert" the instruction for the song you want to use in the appropriate place in your PowerPoint presentation. Set the inserted CD "cut" to play automatically when the appropriate slide comes up. Be sure to note where the music will play in your script, and include the CD with your materials!

MUSIC LYRICS:

First, a word about copyright. Using copyrighted material without permission is a violation of the law. **The California-Nevada Annual Conference does not use unauthorized copyrighted materials! The fact that a hymn or song appears in our Hymnal, or in "The Faith We Sing", does NOT necessarily mean we have permission to copy it in any form, including projecting it on screen!** Each song or hymn that is copyrighted has the copyright information printed at the bottom of the song. (If there is NO copyright notation, the song is public domain, and may be reproduced freely.)

Our Conference has a Christian Copyright Licensing International" (CCLI) license. It is your responsibility to be sure that the songs you choose are covered by the CCLI license. If you are unsure, contact Jane Horstman at the Conference Center at 916-374-1518 or janeh@calnevumc.org. Copyrighted lyrics must show, on screen at the end of the song, the copyright information as noted in the source, followed by the license notation: i.e. "CCLI License #804119." If you have a song that is not CCLI licensed (not all songs are), you may obtain direct permission from the publisher. If you do so, please note after the copyright information, "used by permission," and submit a copy of the written permission with your presentation. PLEASE DO NOT SUBMIT COPYRIGHTED SONGS WITHOUT LICENSING OR OTHER PERMISSION. THEY WILL NOT BE PROJECTED.

When preparing song slides, please follow the same font and size guidelines (above) as for any other text. If you have a music person in your group, it is best to ask them to "format" the lyrics, so that what appears on the screen is consistent with how the song is phrased.

Don't overcrowd the slides. Give each musical phrase its own line. Center the text on the slide for best appearance. Leave ample space between lines.

SLIDE DESIGN:

PowerPoint lets you tap into a vast palette of colors. However, it is recommended that you use the slide templates provided. Here is a list of wise color choices for creating presentations.

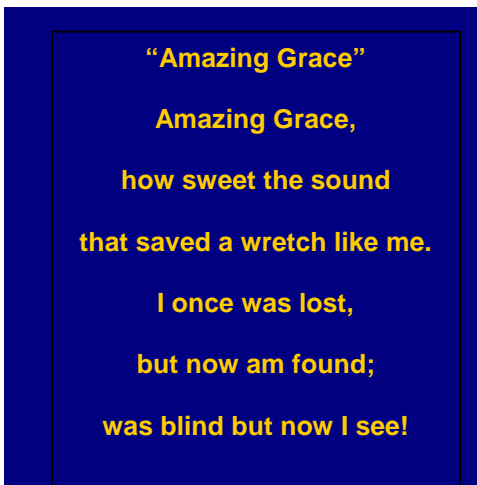
For Background:



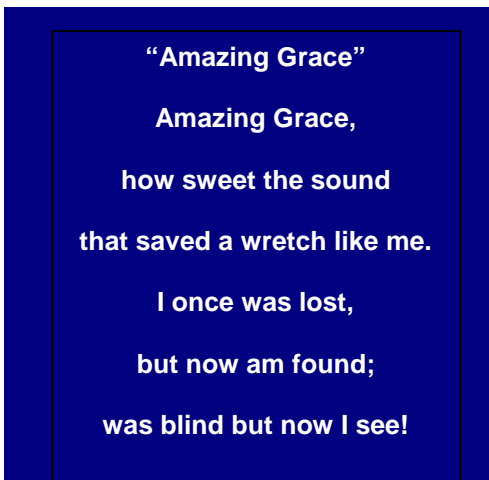
Dark blue (solid, no gradient)

Easier on the eye than a black background (softer contrast). A white or clear background causes increased screen glare.

For Text:



Antique gold or Yellow - best contrast with dark blue.



Or white - very good contrast with dark blue. Grabs less than yellow. Good for longer text, other than titles.

SUBMITTING YOUR PRESENTATION:

Prepare your presentation as per the guidelines above.

Copy your presentation to a thumb drive, DVD, or CD.

Print out your presentation in "handout" form, 9 slides to the page, horizontal (go to the PowerPoint print command in the file menu, and select "Print What: handouts – slides per page: 9 – horizontal – frame slides"). The "horizontal" designation applies ONLY to the printed handout, not to the PowerPoint presentation itself, which should be in Portrait orientation.

Send your presentation with accompanying script (both disk and printed version), clearly noting any sound or video inserts, to Jane Horstman, United Methodist Center, 1276 Halyard Drive, West Sacramento, CA 95691. **All materials to be projected at Annual Conference Session must be received by JUNE 1, 2009.** (Keep a backup for yourself, and take it with you to Annual Conference Session).

These guidelines are provided to ensure that your presentation to Annual Conference Session is of the best quality possible.

PRESENTATION REHEARSALS:

A rehearsal of your presentation at the Annual Conference is mandatory if it includes two (2) or more slides, and insures that the audience will benefit from the quality of your work. We strongly urge you to schedule rehearsal time as soon as possible by contacting Jane Horstman at janeh@calnevumc.org or 916-374-1518. **We regret that no presentation can be shown without rehearsal time being scheduled to take place at least six (6) hours prior to the event.**

If you have questions or need assistance, please feel free to call Conference Communications Office: (916) 374-1518 for Jane Horstman or (916) 374-1529 for Cate Monaghan.

Schedule your rehearsal time!!
Call Jane Horstman at (916) 374-1518 to reserve your time.