2019 Surgical Investigators' Course Instructions for Presenting & Preparing PowerPoint Presentations

We ask that if possible faculty submit their presentations in advance of the course so that the ASC staff and on-site AV staff may pre-load the presentations to the meeting room laptop and test them in advance. **Please upload your presentations to Dropbox through the link below by 11:59pm CT on Saturday, February 2nd.** If you are unable to submit in advance, be sure to arrive to the course by no later than 12:45pm on Sunday afternoon to upload it on-site in the course room.

PPT Upload Link: https://www.dropbox.com/request/L4ocdnYJ1PnxGx0fCKDm

Speakers may bring their PowerPoint presentation on a Flash/Thumb Drive or other external hard drive.

All PowerPoint Presentations must be in 16:9 (widescreen).

In this Guide:

Specific Technical Guidelines

Saving Your Presentation in PowerPoint

Saving Video Files

General PowerPoint Tips

Other Instructions
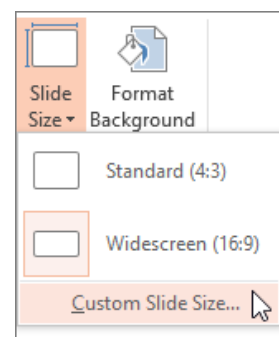
Specific Technical Guidelines

We accept the following formats: Powerpoint (.ppt, .pptx) and Video (.mov, .avi, .wmv, .mpg, .mp4, etc.)

1. Presentations will be run from a PC "Show Computer" in the meeting room. Supplied computers will be loaded with the latest version of PowerPoint.
2. **Macs will not be available during the session.** If your presentation is in Keynote, you must export it to PowerPoint. Be sure to double-check that the new PowerPoint file functions properly on a PC, as some of the settings may have changed during the export.
3. The on-site AV technician may be available to help you preview your finished presentation.

Saving Your Presentation in PowerPoint

All PowerPoint Presentations must be in 16:9 (widescreen). In PowerPoint 2013 and 2016, please do the following:

1. First, make sure you're in Normal view (on the **View** tab, click **Normal**). Then open the **Design** tab and click **Slide Size** in the **Customize** group.
2. Click **Widescreen (16:9).**

For further instructions, please refer to the following link:
https://support.office.com/en-us/article/Change-the-size-of-your-slides-040a811c-be43-40b9-8d04-0de5ed79987e

1. If your presentation does not have outside animation, videos, graphs, charts, or other files, save to your disk.
2. If you wish to include videos or images stored on your computer, we request that you **Insert** the media into the PowerPoint Presentation. This will ensure the media stays with the PowerPoint, rather than linking to an external file on your computer. In PowerPoint 2013 and 2016, please do the following:
   a. In **Normal** view, click the slide you want the video to be in.
   b. On the **Insert** tab, click the arrow under **Video**, and then click "Video on My PC".
   c. In the **Insert Video** box, click the video you want, and then click **Insert**.
3. If you are using an older version of PowerPoint that doesn't allow you to insert your media directly into the file, please keep the media files readily available and ask the on-site AV technician to assist you when you arrive to upload your presentation.
4. More information on adding a video into your presentation is available here. If you need instruction on how to embed a video from YouTube, instructions are available using on the Microsoft Office website.

Saving Video Files

Save your movie files as any of these formats (.mov, .avi, .wmv, .dv, .mpg, .flv .swf)**. Files should be playable by any windows system.**

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Video Compression Guidelines

**Maximum Size: 1280 X 720
Max Frame Rate: 30 frames/second
Data Rate: ~850 kbps
Video Sample Size: 24bits
Video Compression: Any Modern**

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If you have questions contact the on-site AV technician.
Please be observant of the size of your video files, as a video file can be effective at a lower resolution**.** We recommend creating your video no larger than 1280 X 720 resolution and 1 GB. Files larger than 1 Gb should be broken up into sections.

Pictures: Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the size of your presentation. Try to avoid overloading your presentation with unnecessary images. **JPG images are preferred file format for inserted images.**

Fonts: We can only support fonts that are included in the base installation of Windows. Any other fonts will need to be embedded into your PowerPoint presentation. Using fonts not included in Windows and not embedded in your presentation can lead to words that bleed into graphics or bullets that may be the wrong style. Microsoft provides a utility that can tell you if a font can be embedded. It is located at the following link: **http://www.microsoft.com/typography/property/property.htm?fname=%20&fsize**.

General PowerPoint Tips

The graphics you project on the screen to support the spoken word should help clarify ideas, emphasize key points, show relationships and provide the visual information your audience needs to understand your message.

 Here are a few suggestions:

Keep visuals CLEAR and SIMPLE. Abbreviate your message. Simple graphs, charts and diagrams are much more meaningful to an audience than complex, cluttered ones. (Avoid the "Eye Chart"). **Presentation format selected should be (On Screen Show).**

Avoid the overuse of too many colors, patterns and graphics in one frame. Use a minimum of words for text and title frames. Five to eight lines per frame and five to seven words per line are the maximum - less is better. Upper and lower case lettering is more legible than all capital letters. What looks good on your computer monitor does not look the same on a screen using a projector, the projector screen tends to look washed out.

Vary the size of lettering to emphasize headings and subheadings - but avoid using more than three font sizes per frame. Sans serif type projects better and is easier to read. Try to maintain the same or similar type size from slide to slide - even if some slides have less copy - but avoid a single "lonely" word on a slide.

Try to keep all type horizontal to the page; even with charts. Contrasting colors work best, and a good rule of thumb is to use a dark background color with lighter color for text and graphics, or vice-versa. and highlight the main point or heading with a dominant color, such as using a yellow heading with white body copy.

Avoid intensely bright or saturated colors that compete with the text and keep the color scheme consistent throughout your presentation. Changing colors and font styles can be very confusing and distract from your message. Some general options to consider are as follows:

COOL COLORS:
The most effective background colors are blue, turquoise, purple, magenta, etc. These colors appear to recede or draw away from the eye — allowing the text to appear more readable. In one study, it was found that the most effective background color for projection is blue.

GRADUATED BACKGROUNDS:
Effective backgrounds include those that transition smoothly from lighter to darker shades of the same hue. Some software packages will even allow the gradation from one color to another.

TEXTURED BACKGROUNDS:
In some cases, a textured background can be used to create an interesting image, but remember that you want the background to be just that — a background. It shouldn't draw attention to itself or cause clutter or confusion…it should enhance the foreground data.

PHOTOGRAPHIC MATERIALS:
In addition to the use of graphics, photographs can provide an excellent means for communication — "one picture is worth…" Combined with simple, straightforward graphics, illustrations, cartoons and artwork — photos will bring another dimension to your presentation.

BRING IT DOWN TO THE BASICS:
Plan a template that uses colors consistently, such as light colored fonts on a dark colored background (to maintain contrast between text and background), using no more than 6 colors. Visual elements communicate more than the information in your presentation; they are part of your style, your flair, and should reveal part of your personality. Make your presentations clear, readable, and interesting, it will pay off in the long run and ensure that each presentation is your best.

Other Instructions

In the event your presentation will not play on a "Show Computer", please follow the steps below.

a. You must arrive to the course room prior to your presentation with the laptop.

b. You must have all "parts" of the laptop available (power cord, universal power adapter, etc).

c. If the display language of the laptop is not English, you will be required to stay and translate.

d. You must provide passwords or temporarily remove passwords that might hinder technicians from formatting your computer for use on the podium.

e. Always bring a backup copy of your presentation with you.

If you have any further questions or encounter any issues while creating your presentation, please contact the on-site AV technician.