



GUIDELINES FOR THE PREPARATION AND SUBMISSION OF POWER POINT PRESENTATIONS

for the 2010 NHA Hydrogen Conference & Expo

These guidelines are provided to assist all authors in the preparation of their PowerPoint presentation.
DUE DATE: April 26, 2010.

Format

- MS PowerPoint (MS Office 97-2003). Vista users - please convert your presentation to a previous Power Point version before submitting!

Preparing Your Presentation

You are not required to follow the template, but we offer it as a helpful suggestion.

Suggestions for a good presentation:

1. Briefly outline your talk and what will be covered.
2. Define your problem. What led to your work? What were your objectives?
3. Use your presentation to visualize the essential points of your talk. Be selective.
4. Keep concepts as simple as possible and limit each page to one main idea.
5. Use several simple figures, rather than a single complex figure.
6. Make a clear conclusion. Suggest potential applications.
7. Rehearse your talk aloud with a private audience. Practice with your final electronic presentation.

Presentation Preparation Instructions

- Page set-up: Images must be sized for 8-1/2" x 11" paper. (Click on "File", "Page Set-Up", click on arrow for "Slides Sized For" and pick "Letter Paper: 8-1/2X11"). Leave 1/2" or 1cm margin on all four sides.
- All pages should be in a landscape (horizontal) format, not portrait (vertical).
- No logos are permitted except on the title page.
- High contrast is important.

- Use Arial Bold font. Do not use fonts smaller than 24 point.
- For pages with text only, use no more than 30 words and no more than 6 lines, double spaced per slide.
- For illustrations, make all lines, numbers, and captions of sufficient thickness and size so that they are projected clearly. Again, use Arial Bold font and do not use fonts smaller than 24 point.
- Often graphical data that are imported from another application have inadequate line width and font size to be useful. If necessary, re-draw the material using native PowerPoint graphics.
- Use duplicate copies of a page if you need to refer to it at different times in your presentation.
- Save your presentation using a file name with the pattern "author_n.ppt" (or .pdf) where author is your last name and n is the version number of your file.
Sample file name: smith_1.ppt.
- Embed true type fonts in Power Point files:
To embed fonts, click on "File", "Save As", "Tools", "Embed True Type Fonts" or, click on "File", "Save As" and check "Embed True Type"