

## **Guidelines for PowerPoint Presentations In the NOCCCD Boardroom**

### **Boardroom Projection Capabilities:**

The NOCCCD boardroom is equipped with a laptop at the lectern which projects on to four retractable screens. One screen is viewable by the Board members, one each is viewable by those seated to either side of the Board, and one is viewable by the audience.

### **Lighting:**

Lighting in the room is bright and can be adjusted.

### **PowerPoint Presentation Recommendations:**

The following recommendations ensure the most readable presentation:

- Use a dark background with light-colored lettering; white or light backgrounds have a washed-out look due to projector glare on the screens
- Use simple fonts; scrolled or fancy fonts do not show up on the screens very well
- Use a font size that is at least 18 point. Bold-faced fonts work best. A good rule of thumb is to print out a slide on paper and set it on the floor. If you can see it while standing over it, then it will be readable on the screen.
- Pictures are best if they cover at least  $\frac{1}{4}$  of the slide; 100-300 pixels per inch is best
- Use simple slide transitions; the fancier they are the slower, especially if you are asked to go back to a previous slide
- Avoid the use of columns
- Use a single chart per slide