



## Presentation Guidelines and Instructions

In order to assist us, we ask you to follow these guidelines:

- **Presentations must be in PowerPoint versions 97-2003.**
- **It is recommended that you use these fonts:**
  - Arial
  - Arial Black
  - Book Antiqua
  - Bookman Old Style
  - Century
  - Century Gothic
  - Comic Sans MS
  - Courier New
  - Garamond
  - Impact
  - Times New Roman
- **Bring a copy of your presentation to the conference on a CD or flash drive**
- **Use the conference laptop provided in your session; do not use your own**

### **Instructions:**

When it is your turn to present, simply open up your presentation from your CD or flash drive using the laptop provided. As always, our technical staff is available to assist you should you experience any problems. We also encourage you to **visit the Audio-Visual Testing Room**, located in Thaxter on the main level, to try out your presentation and resolve any potential problems before your session.

### **Please Note:**

If you are presenting in a session that runs from 10:00-11:15am (before lunch) or 4:00-5:15pm (last session of the day) please feel to extend your session an extra 15 minutes if needed.

**\*\*\*\*\*We support only PowerPoint\*\*\*\*\***