

General Guidelines on Delivering a Great PowerPoint Presentation

It is not an easy task to develop a PowerPoint that delivers your major points and is visually pleasing.

Preparing your Slide Content

- Write a script: Make sure your script follows good story telling conventions: give it a beginning, middle, and end; have a clear arc that builds towards some sort of climax; make your audience appreciate each slide but be anxious to find out what's next; and when possible, always leave them wanting more.
- One point at a time: Plan your presentation so just one new point is displayed at any given moment. Bullet points can be revealed one at a time as you reach them. Your job as presenter is to control the flow of information so that you and your audience stay in sync.
- No paragraphs: Your slides are the illustrations for your presentation, not the presentation itself. They should underline and reinforce what you're saying as you give your presentation — save the paragraphs of text for your script.
- Keep abbreviations and acronyms to a minimum.
- ***Your first slide must include: the title of your presentation, your name and your organisation. Have a concluding slide that covers the key messages and has your contact details.***

Guidelines on the Presentation Design

- ***You are encouraged to use the ASID ASM 2026 PowerPoint template. This can be found on the Presentation Assistance page on the Conference website.***
- Set up your slides with a widescreen 16:9 size ratio.
- Use a sans serif font for body text. Sans serifs like Arial, Helvetica, or Calibri tend to be the easiest to read on screens.
- Optimum title text is 45 – 55 points and no smaller than 36 points.
- Body text should be at least 26 points.
- Put dark text on a light background. This is easiest to read.
- Use decorative fonts only for slide headers, and then only if they're easy to read.
- Align text left or right. Centred text is harder to read. Line up all your text to a right-hand or left-hand baseline – it will look better and be easier to follow.
- Avoid clutter.
- Avoid the use of clip art.
- Use images only when they add important information or make an abstract point more concrete.
- If using video, ensure that you load the file itself in the folder with your presentation. Do not link it and then only bring the PowerPoint slide. *Inform the AV technician of the requirement to embed your video.* Presentations containing pictures and multimedia can be quite large and it can be useful to compress the file size.

Prior to the Presentation

- Give some thought to your own presentation manner – how you hold yourself, what you wear, your visible background. You are the focus when you're presenting, no matter how interesting your slides are.

During your Presentation

- Open with something surprising or intriguing, something that will get your audience to sit up and take notice
- Ask questions: Questions arouse interest, pique curiosity, and engage audiences

Reference

Website: Lifehack

Article: 10 Tips for More Effective PowerPoint Presentations – Dustin Wax

<http://www.lifehack.org/articles/technology/10-tips-for-more-effective-powerpoint-presentations.html>