



## POWERPOINT PRESENTATION GUIDELINES

March 22 - 24, 2020  
San Diego, California

The information below is to help you format your presentation to maximize visibility for your audience and to support you as needed in developing professional visual aids. Please refer to the Benefits and Conditions of Engagement documents for additional details for submitting your final presentation.

If you wish to use a pre-designed template with 2020 CityLaunch graphics, it is available for download on our website at [www.connectedcc.org](http://www.connectedcc.org) on the Speakers Resources page.

### FORMATTING GUIDELINES

#### **SIZING**

- Slides need to be sized for on-screen show with the orientation set for landscape.

#### **FONTS**

- Use only standard PowerPoint fonts: Arial, Impact, Tahoma, Trebuchet, Comic Sans. Avoid Times New Roman or other serif fonts.
- Font sizes: slide titles – 40+ points; bulleted text – 32+ points; other text – 28+ points. Use the same for imported tables.

#### **GRAPHICS**

- Import graphics and photos in standard .jpg, .gif or .tif formats.
- Evaluate the size of scanned images you import. Your image resolution does not need to be higher than your computer screen.

#### **COLORS**

- Use white or bright yellow text on black or dark blue backgrounds or vice versa.
- Avoid reds or greens as they will not project well. Additionally, avoid busy backgrounds and lengthy or animated slide transitions.

### **SUBMIT PRESENTATION BY: MARCH 6, 2020**

If yes, please email your presentation **on or before March 6** to [jenny@jmdevinegroup.com](mailto:jenny@jmdevinegroup.com). We recommend that you also bring your presentation on a USB drive to the conference. **Please do not deliver your presentation to the A/V technician in your session room.**

### **PRESENTATION REHEARSAL**

All speakers using PowerPoint are strongly encouraged to conduct a practice session in the Speaker Ready Room with the audio-visual technician to help ensure compatibility with the equipment provided.

### **PRESENTATION WEB POSTING**

We encourage you to take advantage of posting your PowerPoint presentation on the conference website, [www.connectedcc.org](http://www.connectedcc.org). Presentations will be write protected with a password. Viewers will not be able to modify the presentation.