

GUIDELINES FOR CONFERENCE POWERPOINT PRESENTATIONS

These guidelines are designed to help you prepare a successful conference presentation. Follow the guidelines closely, provide clean and concise PowerPoint slides, speak clearly and with confidence, and you will give a presentation that is well received. The audience will evaluate your presentation, which helps us plan future conferences.

PREPARING YOUR POWERPOINT PRESENTATION

You are required to follow these BICSI approved guidelines. A PowerPoint template was sent to you for your use and is in **16x9 format**. Please **do not** use the 4x3 format.

1. Your **first PowerPoint slide** should contain:
 - the title of the presentation at the top, in 44-point type
 - your full name, with any titles (e.g., RCDD, PE, etc.) in 32-point type
 - your company's legal name, correctly spelled and punctuated in 32-point type
2. Do not use all capital letters; everything should be in **upper- and lower-case letters**. (Exceptions are a company's legal name that is in all capital letters, acronyms, etc.)
3. If **your company's logo** is used on your slides, it must be placed in the lower left corner of the slide and should not be any larger than the type size (32 point). A logo may NOT cover the entire slide and may NOT be screened (faded) behind the words or images on your slides.
4. Be sure to **proofread your presentation** carefully, noting spelling, punctuation, capitalization, and grammar. It is helpful to have another person proofread it for you. For help in determining industry standards, you may want to refer to the *BICSI's ICT Terminology Handbook*, available on the BICSI Web site, www.bicsi.org, or we will be happy to provide you with a printed copy.

COMMERCIALISM

Commercialism of any kind is not allowed and will NOT be tolerated by BICSI. Use of trade names, images of branded products, and comparisons to other companies' products should not be used. We realize that, in the context of presenting information, it is sometimes necessary to mention a product or trade name. However, this should not be the focus of your presentation.

PLAGIARISM

Be sure to include the proper attribution in the form of a footnote if the content being referenced in your presentation is from a different source.

WHAT TO DO WITH YOUR POWERPOINT PRESENTATION

1. Send your **preliminary PowerPoint presentation** to BICSI by the scheduled due date of **December 7, 2026**. You may e-mail the presentation to kosterman@bicsi.org. **If you prefer to send the file electronically and it is larger than 15 mb please send via Dropbox, WeTransfer, or any other way that you can share the PPT file. The final version of your PowerPoint presentation is due by Monday, January 18, 2027.**
2. **At the discretion of BICSI, if BICSI does not receive your presentation by the due date or if it is commercial in nature, your presentation may be canceled and/or you may not be selected to speak at future BICSI conferences.**
3. PowerPoint presentations will be reviewed and loaded onto BICSI's conference computer that will be used during the conference. You may not use your own laptop computer. **No changes may be made to your PowerPoint presentation after January 18, 2027.** The final version of PowerPoint presentations will be posted to the BICSI conference website and on the mobile app in a PDF version.

HELPFUL HINTS FOR POWERPOINT PRESENTATIONS

1. Limit the **length of your title** so that it fits on a maximum of two lines. If you must provide more information, use a subtitle to make your point.
2. Use medium to bold **type fonts** that are not too fancy or too compressed. Use a "serif" font for body copy if you have long sentences. (A "serif" font, like Times, has the little feet on it and is easier to read in body copy than a "sans serif" font, like Helvetica.)
3. **Avoid** using thin fonts or small font sizes, since they can appear rough on the screen. Typically, no fonts smaller than 16 points should be used for body copy. Do not use more than two or three fonts in your presentation.
4. Minimize text on the slide by using key phrases and only essential information to optimize the audience's ability to listen to what is being said. Too much information on the screen is hard to read, and the audience may lose interest.
5. Be clean and consistent in your **layout**. Remember not to run type, graphics, or photos too close to the edges of the slide.
6. Use **bullet points** instead of paragraphs. Use no more than six bullet items per slide.
7. Use **graphics/images** when you reinforce and complement the message.
8. **Charts** should be simple and precise. If you must provide a lot of detail, break it up into two or more slides.
9. Avoid the use of flashy transitions as these can become distracting to the audience.
10. When you send your presentation to BICSI, or to a different computer, remember to **include all the fonts** that are used in your presentation. Other computers may not have the same fonts as yours.

GOOD LUCK WITH YOUR PRESENTATION!