

IGCS PowerPoint Guidelines

PowerPoint Presentation Requirements

- Speakers must use required IGCS PPT presentation template.
- Templates are setup in 16:9 aspect ratio. Please do not alter this ratio.
- Organization logos can ONLY appear on the first slide and the last slide.
- Organization logos, names, copyrights are not allowed on the header or footer of slides or throughout the slide deck.

Required Slides

- Slide 1 – Title Slide – includes session title, session date spelled out (i.e. September 10, 2020), speaker(s) name, title, organization, organization logo(s) may appear on this slide.
- Slide 2 - Conflict of Interest slide(s) for CME purposes.

Required Fonts

- Arial or Calibri

Text

- TITLES - are pre-set to Arial, should be no larger than 40 points, capitalize the first letter of each word (where appropriate), be consistent with capitalization. Do not use ALL CAPS.
- BODY - Text is pre-set to Arial, 28 point. Body text should be no larger than 28 points.
- Slides should only contain essential, bullet-pointed information
- Avoid ALL CAPITALIZATION

Images and Animations

- Do not use more than three images per slide
- Make sure details on any graphs you've included will be legible
- Any colors you choose for graphs should be legible for those who are color blind
- Leave out sound effects and background music
- If using embedded video double check to assure that it works
- Stick with simple animations, if you use them at all

Content Slides

- Ensure no proprietary information has been included.
- Receive permission to use graphs/charts/photos, and source the items/data
- Avoid using copyrighted material/content. If using, you must receive permission from the source and send a copy of the permission to IGCS.

Tips

- Keep each slide simple
- Make sure your presentation is easy on the eyes – do not use distracting images or colors, font not too small, content/graphs not too busy.
- Slides should be used to guide the discussion; therefore, the amount of text on each slide should be kept to a minimum

IGCS retains the right to edit slides as needed for formatting. Content will not be adjusted.