

# CLINICAL VIROLOGY SYMPOSIUM & MOLECULAR VIROLOGY WORKSHOP

## PRESENTATION SUGGESTIONS

Over the years we have noted some difficulties with slide projection due to the size of our audience and the room needed to accommodate them. Below are some suggestions to help you optimize your presentation for our audience.

1. Slides may be difficult to see if print is small, so limit the number of lines per slide to NO MORE THAN 8.
2. Use a large font size (18 pt or larger) wherever possible.
3. Colors can enhance or detract from your presentation. Some colors, especially red, purple, and yellow, are very difficult to see, especially if you pair them with certain background colors. Please look at your presentation in a DARK ROOM and if you have difficulty reading it, change the colors! Remember that in PowerPoint, changing EITHER the background color or the text color may “fix” unreadable slides.
4. Introduction and summary slides are of great benefit to your audience.
5. Be certain to keep to the allotted time for your presentation. Your official invitation outlines the time allotted for your presentation. Ample additional time is provided for discussion.
6. PowerPoint handouts are overwhelmingly preferred by the Symposium and Workshop audiences of the last several years. They are an excellent adjunct to the extended abstract. Please try to prepare your presentation early enough, preferably by March 1, that we can convert the PowerPoint file to handouts and include it in the Symposium or Workshop manual. PPP's can be sent as email attachments. If your file is too large to send as an attachment, it can be sent on a 100 or 250 MB ZIPdisc, or on a CD. Please call Sandi (813.886.1612 or 813.760.5190) if you need to make special arrangements regarding your presentation.