

Please follow these guidelines so your PowerPoint presentation looks its best at the Senate meeting:

- Font size matters. The recommended font size to increase the legibility of the content for the Senate members is **24 pt.**
- Use simple clean-lined texts that are still easy to read when you put them into bold or italics (EX: Arial, Helvetica, Times New Roman, Gill Sans Mt, Calibri...).
- Simplify and limit the number of words on each screen. Use key phrases and include only essential information. Limit punctuation and avoid putting words in all capital letters. Empty space on the slide will enhance readability.
- Use contrasting colors for text and background. **Light text on a dark background is best**, be conscious of color choices as they may affect the visibility. Patterned backgrounds can reduce readability of text.
- Use high quality images and videos. This will ensure that your image maintains its impact and resolution when projected on a larger screen.

The Day of your Presentation:

1. Presenters are encouraged to arrive 30 minutes prior to the start of the Senate meeting to ensure successful technical presentations.
2. **Please let the Senate Analyst know if you need a computer for your presentation at least two days in advance.** If you prefer to use your own laptop, please bring any Mac or non-standard cables required for projection.
3. If using one of the Student Center computers, files should be stored on a USB drive and presented to AV/room attendant for uploading.
4. Upon arrival please inform AV/room attendant if the presentation requires Audio/Video or both.
5. Do you require use of a laser pointer? Please check that you are familiar with the functions and ask the AV/room attendant if you have any questions. Clickers are also available.