

## **Presentation Guidelines for BMUS Annual Conference 2015**

The following guidelines will ensure that your presentation runs smoothly on the day.

### **What format is your presentation?**

1. Computer based – PC or Apple Mac
2. Video

### **If computer – what format is it in?**

1. Powerpoint v2010 or v2007
2. Powerpoint (Apple Mac)
3. Keynote (Apple Mac)
4. Prezi
5. Does your presentation contain video or audio clips – YES / NO

### **If yes – what format are they in?**

1. AVI
2. MPEG
3. MP4
4. Quicktime
5. CD or DVD
6. Audio – WAV, MP3, Quicktime

### **General guidelines for computer based presentations – e.g. PowerPoint, Keynote**

1. Make sure your page setup is for On-Screen Show – either 4:3 or 16:9(widescreen)
2. Choose a simple colour scheme that is pleasing to the eye – whites, blues and yellows are easier to read compared to reds, blacks etc. Aim for darker backgrounds with light or contrasting text colours.
3. Ensure you lay your slides out within the “safe area” of the screen. Don’t place text and logo too close to the edge of the page. See our “Safe Area Master” slide template on the next page
4. Ensure your font size is no smaller than 24 point and choose a simple typeface that is easy to read – e.g. Arial, Times Roman
5. Aim for no more than 6 short bullet points on a slide and keep them brief so that the audience listens to you and does not read the slide.
6. Ensure pictures and graphs are not too small so they can be easily read from the back of the auditorium.

7. Place all your images, video and audio clips in a separate folder before you “place & link” them in PowerPoint and then copy all the folders with your presentation to a CD or memory stick.
8. Use PowerPoint’s facility to compress pictures for screen shows to keep file size down. This allows presentations to load and run quicker. (Save As – Tools – Compress Pictures)
9. Video clips play better from a DVD outside of PowerPoint. We can control them and switch seamlessly between your presentation and the videos as required
10. If using special “fonts” either embed them (Save As – Tools – Save Options – Embed TrueType fonts) or supply them with your files in a “fonts” folder
11. If you have hyperlinks within your presentation please ensure you advise use before the conference so we can liaise with the venue for internet access

**Any queries please contact our events team on 0151 649 3600**

### **On-site at Cardiff City Hall**

1. Please report to the Speaker AV room (Room E, ground floor to the right of reception) at least two hours before your allocated time for your presentation
2. If your presentation is scheduled for early morning then you can supply your presentation the night before.
3. Please ensure that your presentation is complete and no amends are required. Our technicians are there to check your presentation, not to edit it
4. There will be facilities for you check over your presentation on either Windows 7 laptops or Apple iMac’s prior to submitting it to our technicians
5. There will be two technicians available in the room to take your presentation from you
6. Please bring on either USB stick or CD with all relevant video files, fonts etc
7. If you have any “non-standard requirements” then please let the technician know
8. The presentations will be transferred and stored on a secure network drive that all the presentation suites will be linked to
9. Our technicians will also give you details on how the lectern works in respect to the comfort screen and the remote USB mouse for advancing your slides
10. When you go to your presentation suite our technicians in the room will have already pre-loaded it ready for you to speak

**The Speaker AV room will be open during the following hours-**

**Tuesday 8<sup>th</sup> December- 16:30 - 18:00**  
**Wednesday 9<sup>th</sup> December- 08:00 - 18:00**  
**Thursday 10<sup>th</sup> December- 08:00 -18:00**  
**Friday 11<sup>th</sup> December- 08:00 -15:30**

## Safe Area Master Slide Layout



**The above is a 4:3 formatted “on screen” show (25.4cm x 19.06cm)**

The red safe area box is centred on the slide 23.49cm x 16.85cm

The green safe text area box is centred on the slide 20.49cm x 14.7cm

We can send a PowerPoint slide to you to assist in setting up a safe area for all your presentations.