

INSTRUCTIONS FOR ORAL PRESENTATIONS

Computers and digital projectors are installed in all of the rooms, and a laser pointer is available on the projector remote. We ask that you use the installed computers rather than hooking up your own.

Specific Instructions for Oral Presentations

1. Prepare a PowerPoint to accompany your talk (see instructions below).
 - a. Format your presentation to 16:9 and to run on a PC PowerPoint pptx system.
 - b. The smallest font size that is easily read on a screen is 30, but larger is better.
 - c. Please do not put more than 6 or 7 lines of text on each page.
 - d. Text and images should be kept away from the edge of the page.
 - e. As a rule, try to use black or white text on a colored background. If you want to use a color on your font, put it on a black or white background. GREEN OR PURPLE on BLUE isn't as readable.
 - f. To be safe, stand 7 feet away from our computer screen. If you can easily read your text, it's probably good. If not, it will not be readable on the big screen.
2. In addition, create a PDF version in case there is a viewing problem and for posting on the ASA website. If you have any copyrighted material in the presentation version, you must also create a cleared PDF version for posting.
3. Name your PDF file for posting on the ASA website with the filename ASA2017YourLastName.
4. Save your PowerPoint presentation, your PDF version, and, if necessary, your cleared PDF version to a thumb drive. Bring the thumb drive with you.
5. PRACTICE your presentation. The program will only work if all presentations adhere to the time allotted. Presentations will be 20 minutes with 5 minutes for Q&A and 5 minutes for transition.

What to Do *Before* Your Session

1. Transfer your files for presenting (pptx and PDF) and posting (cleared PDF) from your thumb drive to the computer well in advance of your session—but no later than *ten minutes* before the starting time of your session.
2. Be sure to introduce yourself and meet with the moderator of your session prior to the session.
3. Since each talk will be recorded unless you have specifically requested no recording, be sure that the supplied microphone is functioning when you begin your talk.