APSNA GUIDELINES FOR WRITTEN MATERIALS AND PowerPoint™

1. Permissions
All speakers must have written permission from the appropriate entities to use the following items in their materials:

- Photos of all recognizable individuals.
- Anything containing proprietary forms, including those from your facility.
- Anything containing copyright material, including cartoons, artwork, articles, videos, music, etc.
- Anything containing a trademark.

Contact the Program Chair if you would like copyright guidelines and a sample letter for obtaining permissions.

2. Logos
To ensure compliance with the body that accredits APSNA to award continuing nursing education contact hours (NAPNAP), logos and/or names of organizations (commercial companies, consulting firms, hospitals, etc.), may not appear on the PowerPoint™ slides containing education content. A logo or name of an organization may appear on the first slide only with the title of the program and name of speaker(s).

3. Handouts
- Handouts must be submitted in advance. No onsite distribution is permitted.
- PowerPoint™ slides, as well as other documents, i.e. Word, PDF, Excel, may be used for handouts.
- When 'tools' (or similar) are mentioned in your session overview, be sure to provide the tools or how to obtain them in your handouts.
- References are required and must be submitted.

4. PowerPoint™ Presentations
- The attached APSNA PowerPoint™ template must be used for consistency throughout the event sessions.
- Outline your presentation and then build your slides around that message.
- Our programs are carefully planned with as many as 50 presenters. We ask that all speakers be cognizant of their allotted time frames. Note the time allowed and plan your talk/slides to allow for a relaxed pace; typically one slide per three minutes.
- Provide detailed information via handouts.
- References are required and must be included in your presentation. Note references for any material from other sources on the slide in which they appear and include a full reference list at the end of your presentation.

Tips and Guidelines:
- Use the Slide Master to keep your presentation consistent.
- Keep text as large as possible using bullet points on sentences.
- Guidelines for font sizes: Header 45pt (bold/regular); Sub-header 32pt (bold/regular); Copy 24pt (regular/italic); Bullets 28pt (regular); and Sub-bullet 24pt (regular).
- To create a perfect paragraph, consider the following elements: Line length of 6 to 8 words per line; text should not be smaller than 24pt; eliminate ‘bad rags’ or ‘orphans’ by using the shift return at the end of a line; limit the amount of hyphenations used; and never align right.
- Do not distort images! To check image formatting, right click on the image, click size and position, and check the “lock aspect ratio” and “relative to original picture size.” Double-check that the image’s scale is equal, i.e. Height 55%; Width 55%.
- Do not use drop shadows or glows.
5. Submitting Your PowerPoint™ Presentation and Handouts

APSNA’s e-mail server does not deliver files larger than 5 mb. For the live presentation these limits do not necessarily apply. Be sure to notify your Program Chair once the documents are uploaded since that site does not send a notification to us when documents are added.

Presentation materials (i.e., PowerPoint [PPT] for short orals and breakout sessions; PDF files for poster presentations, Word document for related abstracts) should be forwarded to Raquel Pasarón at programchair@apsna.org and must be received by April 4, 2014. Failure to submit materials by the deadline will result in the cancellation of the presentation at the discretion of the Program Chair.

We realize that last minute changes to your presentation are sometimes unavoidable however, we highly encourage timely submission by the above noted due date. In order to ensure a well-organized, time conscious program all presentations will be uploaded in advance by our Audio Visual (AV) Support Staff.

6. Presentation Equipment

This is a general session meeting room, set up classroom style with large projector, laptop computer, pointer, standard lectern, and both gooseneck and wireless microphones. Any additional, specific requirements for audiovisual equipment must be submitted no later than (specific date) and will be considered on an individual basis. We do not encourage the use of personal computers for presentations. We cannot guarantee AV support or troubleshooting for personal computers.

7. Presentation Day

Please be available 15 minutes prior to your presentation and be prepared to begin and end promptly. Professional business attire is expected of all speakers.