Guidelines for

Projected Presentations

at

Maritime Conference

Annual Meetings

Purpose

The following "Guidelines" are presented in order to facilitate the creation of presentations for the Annual Meeting of Maritime Conference and other similar occasions when computer based projected video presentations are being used.

Introduction

We recognize that not everyone will be using or have access to the same computer programs when creating their presentations. For that reason suggestions will be made which can apply to whatever program you are using. Our aim is to enable you to have an effective presentation.
(We are not here endeavouring to teach you to use your programs although in some cases hints will be given.)

It is expected that you will have assistance available in the actual operation of the computer/projector setup, however, those involved in doing so likely will not be familiar with the content of the material being presented. Clear directions in the form of a detailed script or the presence of an informed person from the group making the presentation is necessary for the seamless running of the presentation.

It is important that you give your presentation(s) to those running the equipment as far in advance of the presentation as possible to allow for testing and becoming familiar with what is needed. It is almost impossible to prepare for a presentation when the meeting is in session, therefore all presentations should be given to those operating the computer/projector at least prior to the session that proceeds the session that includes your presentation.

(With the possibility of changes in the agenda of the meeting, it would be best if your presentation were made available upon the opening of the meeting.)

Program and Format Recommendations

The preferred format for all presentations is MS PowerPoint Slides and the Guidelines which follow for PowerPoint are ones which should be used when programs other than PowerPoint are used. (PowerPoint is part of the MicroSoft Office Suite so if you have MS Office, you have it. It may need to be installed if your computer was set up with a minimum installation of MS Word.)
If you are using another program, you should endeavour to have it formatted to look like PowerPoint
(This will be explained further later.)

We begin with using PowerPoint. There are a large number of guidelines on the Web for PowerPoint use. Most assume smaller venues and better lighting than is often the case at Maritime Conference Annual Meeting. Some of the text for this portion of the Guide has been taken from Web based articles.

 The following is a summary of some vital points in regard to the end result. Please read this if nothing else in regard to the actual presentation!

PowerPoint Presentation Guidelines

Remember, this presentation is for your audience to SEE, not for you to read from. This implies several things:

Determine your message. Fill out a story board.
Write your script before you begin to put your presentation together. It will help you stay organized, and things will get done faster. You might use the OUTLINE and/or NOTES features in PowerPoint to do this and then print it for those operating the equipment
Slides are designed to SUPPLEMENT your presentation---not to BE your presentation. Keep it simple, and don't read your presentation word for word from your slides.

1. Keep your fonts large - **minimum** size 28 font.

     Fancy is not always better! Stick with simple fonts!
     a.   Fonts "with feet" * are easier to read (in a paragraph)
     b.   Fonts "without feet" * make nice titles

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* **Font Terminology**
 Font measured in points
 One Point = 1/72 inch
 72 Point font = 1 Inch
 Fonts use a specific typeface, the appearance of the characters
 Serif - the "feet" at the top and bottom of characters
 Sans - "without"
 Sans serif - fonts without the feet, such as Arial or Gothic

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2. Limit the number of words you put on a page
     a.   Avoid paragraphs
     b.   Use bullet points
     c.   Use succinct phrases instead of sentences
     d.   Limit each slide to 6 bullet points
     A General rule is "6x6" - Six words across by 6 lines down.

3. Choose color combinations that make your text easy to read.
          High Contrast is the rule.

Black on White or White on Black can be seen

Pink or Yellow on white can not be seen

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4. Limit your graphics to 1-3 per page. Too many graphics can be
     distracting. Make separate pages for each graphic unless a side
     by side comparison is NECESSARY.
     Again, use high contrast colours in all graphics.
     (If possible restrict your graphics to JPG or GIF format for
     consistency and file size reasons.)

5. Basic rule of presentations----Bells and whistles are fun to put
      in, but they may be distracting for the viewer.
     Make sure that special effects have a purpose.

6.   ***Proofread and spell check and test!***

7. When in doubt, ASK.

Some Notes & Tips on Building a PowerPoint Presentation:

First activate your Tool Bars from the VIEW Menu.

The PowerPoint program is designed to assist you in setting up
your presentation. Just remember, what you normally call a page,
PowerPoint calls a slide. So you start out by building a slide, then
another, then another, and so on. Don't worry, PowerPoint
automatically links them.

1. The first thing you need is to choose a slide **Layout**.
     That is, if you are using the slide to show your audience four
     things about a certain idea, how do you want the type and the
     slide to look. Maybe, the best way is to just list the four items,
     perhaps accenting them with bullets. PowerPoint gives you a
     selection of prefab Layouts all set up for showing lists and
     other things. The slide will contain one or more preset
     rectangles all formatted for text, title, lists, etc.. It you don't
     like how the layout is, just move, enlarge, shrink, or even erase
     a section. You can even work from a blank slide putting in text
     boxes manually.

2. Then choose a **Slide Colour Scheme or Background**. You can choose to have the same one apply to all slides or you can build and customize a background for each slide. **Background colour** determines useable **Font colours.**
We suggest that you use the same **Background** throughout as it is easier to maintain consistency in your Colour Scheme, and less distracting.
**DO NOT USE one of the supplied DESIGNS as it may not be available on the Computer used for the Presentation.**

3. Next, you add your text and Graphics. Depending upon the Layout you may need to Insert or erase text boxes. Remember suggested minimum font size is 28 pt. You can change the color, style, font, and size of the text. You make such changes the very same way you do in MS Word. So if you understand the basics of Word, you'll do fine in PowerPoint. If you are just learning, your PowerPoint knowledge will carry over into Word.

   You also add graphics via the INSERT menu. PowerPoint has a huge selection of graphics on different topics or you can pull in something else from an outside file. Your slide format may have a preset spot for the graphic. If not, just pull it in anyway and drag it to a good spot. You can add Excel spreadsheet data and charts.
Large graphic files can cause a delay in the slide coming to screen so take care in choosing graphics.

4. When done with one slide, you build another. You can set Master Slide formats to reduce all the fuss, or just copy from slide to slide.
Be careful using the Master File feature as it may be hard to change something in an individual slide, however, it is a great way to have your presentation consistent.

5. The next step is to click **Slide Sorter** which shows you all your slides. Each slide has a choice of transitions - special optics that go off as you move to that slide, and a choice of effects - how you want the stuff on the slide to pop into view. A pull-down menu controls these features. You can select and try out each feature as much as you want. The chosen transition should be maintained throughout the Slide Show to reduce distraction.

6. For **advanced users**, there is a "Tools" menu which can be used to enhance basic slide effects. Here, individual words, letters and graphics can be made to fly in from spots off screen. Here you can add sound.

7. When you are done with building slides, click **Slide Show** and run your show. You can pace through the slides using your mouse or keyboard, or automate the slide show.

8. You can print your slides, arranging one to six slides per page. This feature is great for hardcopy handouts for the audience. (Not suggested for Conference Annual Meeting but useful with notes for those operating equipment.)

Things to remember:

1. Make sure each slide says what you want it to say. We suggest you sketch a story board for the slide show before you build your slides.

2. Don't put too much on a slide. You want your audience to pay attention to you. You don't want your audience distracted by trying to read the slide while you talk. It contains the vital points not the whole text of your presentation.

3. Watch your backgrounds and text colors. What looks good on your monitor may not show up on a screen. **Remember High Contrast.**

4. Test your presentation on the Computer/ Projector that will be used for your presentation allowing enough time to make adjustments if necessary. Make sure all sides are present and all links are working.

PRESENTATION NOTES

Creating notes
 PowerPoint offers a couple of methods for creating notes for a slide, but we' ll take the most flexible approach.

1. Display the slide in Slide view, or select it in Slide Sorter view.

2. Choose Notes Page from the View menu, or click the Notes Page View button in the horizontal scrollbar. PowerPoint will switch to Notes Page view, displaying an image of the slide and a text box for notes. In Notes Page view, PowerPoint displays the current slide and a text box for the notes.

1. Click in the text box, and type a note. You' ll probably want to choose a higher zoom percentage from the Zoom drop-down list for a better view of what you' re typing.

2 To learn that notes text works just like any other slide text, make a couple of editing changes, and then reformat your notes by highlighting the text and selecting a different font and point size.
Caution: Only text that shows in your text box will print when you print the Notes pages.

3 To resize the slide image and text box, click a handle and drag. (Hold down [Shift] and drag a corner handle if you want to resize proportionally.) You can also drag both elements to relocate them on the page.

4. When you' re finished, choose Slide or Slide Sorter from the View menu (or click the corresponding buttons on the horizontal scroll bar) to return to your original view.

Printing notes
 The final step is to print out a set of notes to refer to during the presentation.

1. Choose Print from the File menu.
2. Use the settings in the Print Range area to specify the slides for which you want to print notes (or leave All selected).
3. Choose Notes Pages from the Print What drop-down list.
4. Click OK to send the notes to the printer.

Particular Annual Meeting Concerns

Hymns

Hymns should be printed one verse per slide / page.
Refrains should be on separate slides and should be **re-inserted after each verse.**

Motions / Resolutions / Petitions

All motions / Resolutions / Petitions should be made available in electronic form to the Computer / Video operators as early in the Meeting as possible.

The Rationale ('Be it Resolved...') of all Motions / Resolutions should be included.

If amendments are anticipated, the proposed amendments should be made available as early as they are known.

Sound / Laptops, etc.

If sound is included in / with your computer based presentation, it is important that the need be made known in advance, to the Local arrangements Committee. Likewise if a Laptop Computer, VCR, Cassette, CD or DVD Player is to be used.

Alternatives to PowerPoint

If there is to be a need for projection of material created in programs other than PowerPoint, the Local arrangements Committee should be made aware of it so that the needed software will be included.

For example **"PRESENTATIONS"** is the Corel Suite 'PowerPoint'. If using it, Wordperfect or Quattro Pro Corel Suite needs to be loaded**.**
The above guidelines should be followed in regard to content when using all other programs..

Have your Monitor Resolution** set to 800x600 in order that there will be consistency in screen size.

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** Setting Monitor Resolution
Go to: My Computer
        Control Panel
        Display
        Settings
        Move slider to desired resolution
        Click OK
        When asked if you want to keep it, Click YES
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If using a word processor have each 'slide' a 'screen page' so that the Page Down key moves one to the next 'slide'.

If a 'live' spreadsheet is to be used, format it so that it will fit on the screen. This may require breaking it into 'sheets'. Remember to give advance notice of the needed program.

Finally, if you are familiar with web pages, an effective presentation can be created by making a mini web site with each web page one screen only, thus becoming "a slide", and linking them.

For Your Notes

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These Guidelines were produced by the Computer Use and Education Unit of the Christian Life and Growth Committee with assistance from members of the Committee.