



Preparing Your PowerPoint Presentation Slides:

1. CNS Meeting PowerPoint Template is available for [download](#).
2. The first slide of your presentation should list any disclosures you may have. Please also note if you have nothing to disclose.
3. Please be sure your presentation content is based on best available evidence, that generic names are used instead of trade names and to not include logos of medical devices or pharmaceutical companies.

Computer Equipment:

The Speaker Ready Room and all meeting rooms will be equipped with Windows10 based PCs with Microsoft PowerPoint 2016 installed. Verification of proper performance in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation.

*Please note that Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

The following presentation file types are acceptable for CNS Annual Meeting presentations:

- Microsoft Office PowerPoint (.ppt), (.pptx)
- Adobe Acrobat (.pdf)

Microsoft PowerPoint Tips:

Video Files:

PowerPoint 97-2004 (.ppt) embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file, which means that your video clip will not run. Copy the video clips you want to insert into the same folder as the PowerPoint file. PowerPoint 2010-16 can embed video files when you save the file with the .pptx extension.

Fonts:

Arial and Helvetica are recommended for clarity and compatibility. Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings. Light colored text on a dark background is advised. Avoid using red or green. Confirm that the maximum number of lines in text slides is no more than 6 or 7.

Images:

Size of the screen will be 1280x720 pixels; the image will be altered by PowerPoint to fit.



Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

Format = (.jpg)

Recommended Size = (1024x576 pixels)

Compression Setting = 8 (High quality)

Use the “Insert” feature of PowerPoint to add images to your presentations. Do not copy/paste them into the slide or click and drag.

List of Preferred Media Formats (Video/Audio):

(.wmv) (.mpg) (.avi) (.wav) (.mov)

Please try to keep the video files size to less than 20MB if possible. Use short video segments when needed.

PowerPoint presentations created on Apple computers:

Please make sure that all inserted pictures are either JPEG or PNG file-types.

QuickTime (.mov) files are also an accepted video format but **must be tested** in the speaker ready room. PSAV staff will be available to ensure your presentation is fully compatible and runs smoothly.

If you have any questions, please contact: nationaloffice@childneurologysociety.org