

## **SSWR Annual Meeting Instructions for Oral Presentations**

LCD and overhead projectors are standard in each meeting room. Presenters are asked to bring their own laptops or plan to share with another presenter. All other AV needs require advanced requests via email to Patty Couch at [sswr@trvlnk.com](mailto:sswr@trvlnk.com) (additional AV costs will be incurred by the presenter.)

Clarity of slides (Power Point) is vital for a successful scientific presentation. Following is a quick summary of the guidelines to make your slide presentation effective, successful, and enjoyable:

- Stick to one idea per slide
- Use phrases rather than complete sentences.
- Use only six to seven words per line, totaling no more than 40 characters.
- Use no more than 6 to 7 lines of printing per slide, with a blank line in between each, totally no more than 15 typewritten lines.
- Use at least an 18-point font size.
- Simplify graphics and do not over-reduce artwork.
- Use easy-to-read colors, such as white or yellow on a blue background.
- Double check your message: It should be easily grasped in 30 to 40 seconds.

### **Handouts**

We encourage authors to have materials available in the form of a handout, even if only a one-page abstract, along with contact information to help participants follow up on presentations they heard at the meetings. Please make arrangements to make and bring any such handouts (25-50 copies) or be prepared to respond to e-mail requests after the conference.