RPUG
Instructions for the Preparation of Visual Aids

Introduction

For the consistency of the RPUG presentation, we encourage you to prepare the visual aids in conformity with the instructions given below.

Versions of Visual Aid Files

Presentation files should be compatible with PowerPoint 2007 or 2010. (i.e., with a file name extension of pptx).

If your visual aid includes video files, please provide the original media files instead of embedding them within the PowerPoint presentation. The formats of the video files should be one of the following:

- o Windows Media file (*.asf)
- o Windows Video file (*.avi)
- o Movie file (.mpg and .mpeg)
- o Windows Media Video file (*.wmv)

Length of Presentation

The time allocated to your presentation will be according to the final agenda (a separate document). We suggest a rule of thumb – no more than one slide per minute.

Format of PowerPoint Slides

No PowerPoint template is provided to prepare slides. However, all speakers should prepare slides at a consistent manner and with common sense.

Amount of Information

The information should be presented in a clear and understandable manner.
- o Break down the information into manageable chunks;
- o Use a minimum of text (six to seven lines maximum per slide);
- o Use graphs instead of tables where possible;
- o Show only essential content.

If a complex picture/diagram is required, try to split it into several simple images. The drawings or figure data series should be in thick lines. Please provide the original image files if possible.

Colors and Sizes of Font

Try choosing high contrast colors. Use a font size no smaller than 28-point for lettering (similar to that of the second level text of the master slide). For texts other than slide outline text, use a sans serif typeface such as Helvetica, Arial, or Universal instead of a serif typeface like Times.

Photos and Images

Please resize photos to about 1,000 pixels x 1,000 pixels before importing to slides. For other images (e.g. Excel figures or drawings), please copy and "paste special" to slides as "Pictures (Enhanced Metafiles)". If you need any assistance, please let us know.

Submission of PowerPoint Slides

Please submit the final version of your **PowerPoint slide files** (and associated media files, if any) and **a brief bio** using use the RPUG Contact webpage (http://www.rpug.org/index.php?q=node/19) by **SEPTEMBER 15th, 2012**.

Contacts

If you have any questions, please contact:
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Sincerely,

RPUG Task Group C – 2012 Meeting Program Development
Chair: Brian Schleppi
Members: Steve Karamihas , Kevin McGhee, George Chang, Larry Scofield and Doug Chalman.