

ASAIO 56th ANNUAL CONFERENCE

Providing Healthcare Solutions Through Discovery, Education & Engineering

May 27– 29, 2010 • Baltimore, Maryland

GUIDELINES FOR POWER POINT SLIDE PREPARATION & PRESENTATION

ASAIO Speaker Ready Room

Your Presentation must be loaded onto the Session Laptop in the Speaker Ready Room at least 30 minutes before the start of the session.

Personal Laptops will not be permitted in the Meeting Rooms

POWERPOINT SLIDE PREPARATION

- Use subdued backgrounds to create easy-to-read slides.
- Be Brief and chart only as much data as your audience needs using focused slides
- Use images as talking points.
- Do not extend graphics, text to the outer limits of the slide, as it will be lost.
- Please use at least a 36-point font and one without serifs such as Arial.
- Experiment with different colors and shadowing within your presentation.

SLIDE PRESENTATION – You Have 10 Minutes!

- Bring a copy of your presentation to the Speaker Ready Room on a CD or flash drive.
- A representative from the audiovisual company will load your presentation from your CD or flash drive onto the laptop computer that will be used during the session.
- Arrive at your scheduled Meeting Room at least 15 minutes prior to your presentation.
- All presentations must be loaded onto the ASAIO laptop PRIOR TO THE START of the session in the Speaker Ready Room to facilitate the transition between speakers.
- Audiovisual personnel will not be able to load your presentation onto the laptop once the session has begun.

*Thank You
ASAIO Program Committee
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