Poster Slide Template Do's and Dont's

- Please ensure slides are produced in **PowerPoint -** no other format will be supported.
- Please ensure slides are **sized** to **16:9 ratio** and no other size.
- Please ensure that your poster slide deck contains **no more** than **5 unanimated** slides.
- If you can be brief (as a guide no more than **6 bullets/points** per slide) – if you need to include more detail create a hand out – presentation slides should be thought of as aids to what you are saying on stage. Try not to replicate word for word – **expand** on the points in your spoken presentation. This will **engage** your audience more.
- Use appropriate fonts: **think big** (min. 24pts) and **think clear** (sans-serif or Ariel). If possible, **test** your slides in **advance:** run the slide show in 'presenter mode' – stand appox 10ft from your screen and see if you can read the slides. If you can't you will need to consider the design of your slides.
- Use appropriate colours: **not too bright**, high contrast, consistent. Remember that what looks good on your monitor does not necessarily look good on the **big screen**.
- Create contrast using **font size** and **colours.**
- Please ensure that all video is either native **WMV** for **PowerPoint** embedded files or **.mov** for **Keynote** embedded files.

Production**People**

Contact details

If you have any questions regrading producing your slides for the conference or for the poster display please email **Tom Dalgarno** on **Tom@productionpeople.org** or call **0333 121 5123**