

# Standard 62<sup>nd</sup> ECTC MS PowerPoint Template

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## General Presentation Guidelines

- Recommended presentation format is Microsoft PowerPoint
- Be aware that the conference laptops will be PC's; if you are creating your presentation on a Mac it is advisable to check it on a PC to ensure your graphics work as expected
- Your company logo may be on the slide but should not overpower it
- Commercialism must be avoided
- Large bullet statements are preferable w/ a Minimum 24 font size for Main bullets, a minimum 20 font size for sub-bullets, and a Minimum of 14 font size for tables.

## Larger is Better

- Use Times New Roman, Times, or Arial font styles for easy reading
- A maximum of 8-10 lines per slide is desirable
- Graphics, pictures, micrographs, etc., should be large enough for people in the back of the room to read
- Avoid detailed tables that will be difficult to read at a distance (or if necessary, refer your audience to the table in the proceedings)
- Avoid dark backgrounds that do not provide good contrast to your text
- A light background with dark text is recommended
- Plan for a 20 to 22 minutes talk, and about 1 slide per minute
- Contact your Session Chairs for help, questions, and review of your presentation
- Place your completed presentation on a Memory Stick and/or CD
- All presentations will be loaded the morning of your talk at the Speaker Breakfast on a PC provided by the conference

## Using the Standard 62<sup>nd</sup> ECTC PowerPoint Template

- Download the file "62<sup>nd</sup> ECTC-San Diego.ppt" file from the ECTC website (on the Author Information page) and open it.

**62<sup>nd</sup> ECTC – San Diego, CA: May 29 – June 1, 2012**

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**Paper Title**


  

**Author Name(s)**

**Company / Organization Affiliation**

**Address**



The 42nd Electronic Components and Technology Conference

May 29-June 1, 2012

Add Author's Name Here

Add Company  
Logo Here

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- In PowerPoint go to: View -> Master -> Slide Master to edit the 'Add Author's Name Here' box with your own name by clicking on the text in the box.



- Next edit the 'Add Company Logo Here' box and insert your own Organization Logo by clicking on the box. If you do not want a Logo, delete this text box.




- Close the 'Master View' and return to the 'Presentation'
- There are many ways to setup your presentation. The general flow below, modified for your subject as required, provides the framework for a well structured presentation.

## Agenda / Outline / Overview

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- **Introduction**
- **Topic(s) of Discussion**
- **Experimental Results**
- **Summary & Conclusions**
- **Acknowledgements**



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