

10. Learn from others

If you see a good presentation use the ideas for your next talk. If you have trouble designing your presentation get help from colleagues and do not try to be over ambitious.

11. Building

If you are building up a text slide wipe the text in from the right and *avoid* flying, dissolving or explosions.

Building is a good way to disclose information gradually and so keep the audience at the right place for your talk. For building tables or graphs place in extra information in a way which the audience will find logical.

12. The slide should compliment the talk.

Don't just read out what is on the slide as the audience can read!

Technical tips

- Please save your presentation as 'PowerPoint presentation', 'PowerPoint 4.0' or 'PowerPoint 97'. We cannot accept anything else at present. Your presentation should be saved on **one** floppy disk. If it does not fit on one you have too much information, too many pictures or graphs or too high a resolution. If you scan in information to your presentation use a relatively low resolution – not high-quality.
- We cannot accept zips!
- We are sorry we cannot accept presentations from Applemacs.
- Please note all presenters must bring a set of acetates of their presentation as a 'backup'
- It also makes sense to bring a spare copy of the presentation on a floppy disk!

*Slides are more than just
pictures of your results.
If you can use them effectively,
they can greatly help get your
message over.*

*Slides should be
clear and simple.*

British Society
of Animal Science
BSAS

BSAS

**PowerPoint
Presentations**

*(your cheap and
flexible friend)*

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Planning on using PowerPoint for your presentation at a BSAS meeting? Here are some useful tips to ensure that everything will run smoothly.

In general ...

- ❑ The aim is to get your message across, not to show the clever range of functions available! Overuse of PowerPoint features can be annoying and distracting.
- ❑ Remember PowerPoint is a tool to help the listener 'see' and assimilate what the author is saying. If the slide is not straight-forward distraction and confusion will occur. Your message will be lost.
- ❑ Keep things simple for maximum impact! PowerPoint has many spectacular features that you should resist!

The rules

1. **Make a title slide** to introduce your talk and set the scene. Put it on when you are ready to start to get peoples' attention. *This is the only side in your presentation that should have a logo.*
2. **Headings should be short.** Do not write in sentences. Use key words to focus attention if you have no relevant illustration.

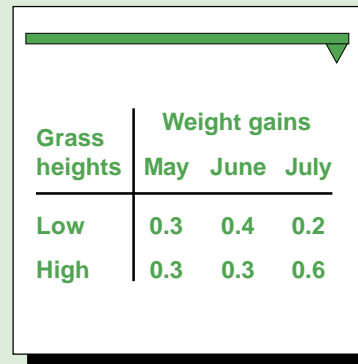


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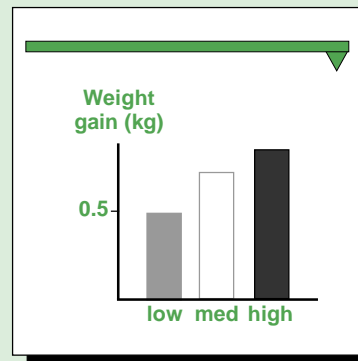
- Who are we?
- What do we do?
- How can we help?

3. **What to include?** Consider what main points you wish to put across to the audience, and then devise PowerPoint slides to illustrate these as concisely and clearly as possible.
4. **Too much information!**
 - *Try to keep it simple.* The audience are slow and wear glasses, and so your slide will not be up long enough! (Most are up for less than 90 seconds).
 - *Tables* – if you have more than four rows of four columns it will be difficult to read. Published tables taken straight from the journal are impossible to understand.

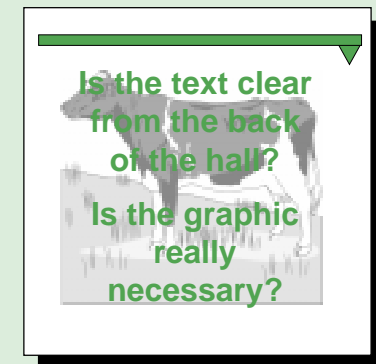


Grass heights	Weight gains		
	May	June	July
Low	0.3	0.4	0.2
High	0.3	0.3	0.6

- *Graphs* – keep the information down to no more than two or three clear lines. Using different colours here will help and the axis should be quantified and named.



5. **Pictures and photos** will add impact and help illustrate but can be overdone. Ask yourself if they assist the talk or are they just pretty.
6. **Too many slides!** You should have less than one slide for each minute allocated for the talk. Beware that slides that build information may take you longer. Be prepared to leave slides out if time is against you. The most important slides are often at the end in the conclusions and implications.
7. **Colours** A plain background is best for text and diagrams other than pictures. White or yellow writing on a blue background or black on white are still the easiest to read. Do not use too many shades and avoid using red or orange script. Remember 10% of the population have difficulty sorting red and green.



Is the text clear from the back of the hall?

Is the graphic really necessary?

8. **Text size** Avoid small font sizes. You must use only fonts that come as standard with PowerPoint
9. **Test** Test your presentation out in a hall to make sure it is clear for those at the back.