

WJC Presentation Style Sheet

- 16:9 aspect ratio for Power Point Slides and Videos
- San Serif fonts preferred
- Font size minimum of 44pt
- Good contrast between background and images/words. (Dark background with white text preferred)

Additional Guidelines:

- Please include a script of your presentation with slide change cues and how long you want each slide shown.
- Presenters will have the option of clicking through their own presentation. Please indicate if that is your preference.
- If part of your presentation includes a YouTube video there are multiple options available for downloading an online file such as <http://www.clipconverter.cc/>. However, rights for using and streaming the video will need to be secured before it can be shown during the Conference.
- Please include a description of the presentation at the top of the script that includes
 - Date and official name of the presentation or agenda slot when the presentation will be shown.
 - Contact person leading the presentation
 - Number of people to be on stage for the presentation
 - Microphone needs for each person. (podium sharing, hand held mic., lapel mic., headset mic.)
 - Request for rehearsal if necessary

All presentation materials (Power Point, Videos, Audio files, cue scripts) can be submitted using this upload link <https://www.hightail.com/u/dscumc> by Friday, July 8. Any items submitted after that deadline will need to be done in person with a flash drive along with two 3-hole punched copies of the cue script.

Questions about the presentation or script guidelines may be sent to Christina Dillabough, Director of Communications of the Desert Southwest Conference.

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