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
  o Date and official name of the presentation or agenda slot when the presentation will be shown.
  o Contact person leading the presentation
  o Number of people to be on stage for the presentation
  o Microphone needs for each person. (podium sharing, hand held mic., lapel mic., headset mic.)
  o 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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