Begin Work on Your Visual Aids

Now that you've created a memory map, or visual outline of your ideas, for your presentation, it's time to start thinking about the visual aids for your presentation. For most presentations at AIHce EXP, PowerPoint slides will act as the main visual aid for the audience. AIHA has created a [conference branded template](#) available for you to use as your title and final slide.

Other considerations:

- Use Microsoft PowerPoint and software templates in 4:3 ratio
- Display all slides in the same direction; note that horizontal (landscape) slides fill the screen better than vertical slides (portrait)
- Begin with a title slide containing:
  - The name of the Presenter(s),
  - Presenter's Company Name,
  - Presenter or Company's e-mail address (it's not commercialism if it's done only once)
  - The session number
  - Any copyright information (copyright/ identification information may also be placed on the last slide of the presentation)
- Include an acknowledgments slide containing:
  - Co-authors not included in the title slide, if applicable
  - Colleagues or institutions that helped with research/study, if applicable
  - Sources of funding for the research/study, if applicable
- Number all slides
- Keep in mind the following points for text:
  - Use a common font such as Arial or Times New Roman
  - Fonts should be at least 24 points
  - Headings should be no less than 36 points
  - Avoid writing in all capitals and avoid copious underlining
  - Bold and italics should be used sparingly
  - Keep style and spacing consistent; note that slides should be simple and uncomplicated
  - Help ensure readability by avoiding slides with too much text, complicated tables, hard-to-read figures, etc…
  - Proof-read, spell-checked, and corrected for errors
- Color schemes
  - Keep them simple and remember some participants may be color-blind
  - Light colors (white and yellow) should be used for text on dark backgrounds
  - Dark color texts (black or blue) should be used on light backgrounds
- Inserting images
  - Avoid dated pictures or images and background graphics
  - Use digital images and graphics that project well on a monitor
  - Images should be sized to 800 × 600 pixels and saved as JPEG or TIF files
  - Label charts and graphs clearly. Include legends
- Embedding audio or video
  - If the presentation contains video or audio, be sure to embed them in your PPT.
  - Confirm that all needed files are in the SAME FOLDER as the presentation slides, just in case
  - Presenters using audio or video must see the AV technician in the Speaker Ready Room well in advance of their session.