



PowerPoint Guidelines Rev.0

Understanding Your Audience

- Remember that your audience wants you to share your knowledge and experience.
- The highest ratings in post-show surveys are given to those that effectively deliver valuable information with minimal commercialism.



Defining Your Audience

- Most in attendance understand the basics of underground construction and rehabilitation but are less likely to be an expert on the topic you are presenting.
- Engineers, contractors, students and field experienced individuals make up NASTT No-Dig North attendees.
- Target your audience's level of understanding.



Color & Theme

- It is **REQUIRED** that you use this template for your presentation.
- Use colors sparingly for more effect and to avoid overwhelming the audience.
- Colors may appear differently when projected vs. on-screen. Test your presentation using a projector.



Copy & Text

- Don't fall into the trap of using too much text. Use your presentation as an overview, not as a complete statement.
- Bullet points, abbreviated statements, graphics, photographs and media clips will allow the attendee to listen to your presentation vs. concentrating on reading the slides.



Number of Slides

- Presentations must cover the subject of your technical paper.
- Make sure you can discuss the points shown on the slides in the time allotted for your presentation.
- All presentations are 20 minutes plus a 5-minute Q&A period.
- Don't prepare too many slides. No more than 25 slides is suggested.

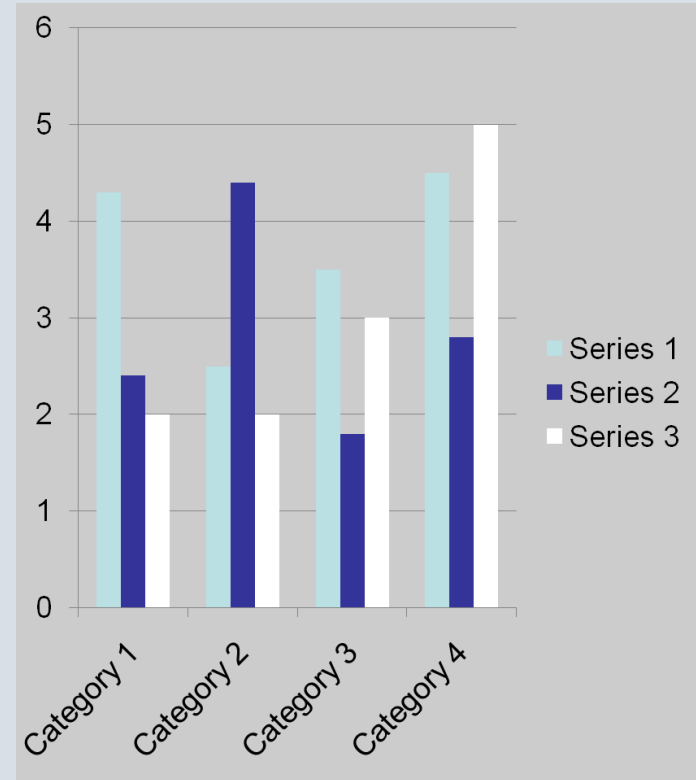


Visuals

Choose visuals that represent your topic and deliver your message. Relevance and simplicity are important.

Do not place a table full of text into your presentation only to tell the audience they can't read it.

Refer to your paper and the proceedings for more detailed information if necessary.



The Use of Company Logos

- Company logos may appear on first and last slides only.
- NASTT prides itself on presenting material with no commercialism, so please make sure your presentation is not a sales pitch.



The Use of Media Clips

- If media clips are embedded in your presentation, please alert your track leader.
- You must load the media file as a separate file in the Pheedloop system.
- Presenters must verify that media clips are working correctly in the Speaker Ready Room prior to the conference and immediately before your session starts (the first presentation in your track).



Images

- Make sure you optimize image size used to keep the file size of the PowerPoint presentation reasonable.
- Typically an image of 800 pixels in width (about 8”) is the optimum file size.
- Do not cut and paste images into your presentation. Go to the insert tab and select the picture icon to add them so your file size doesn't become too large.



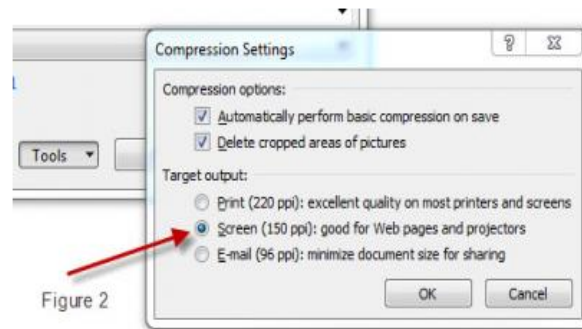
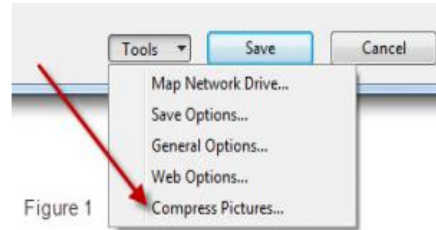
Student Step-by-Step:

COMPRESSING PICTURES IN POWERPOINT FOR SMALLER FILE SIZES

PowerPoint files are often too big to upload to dropboxes. However, the majority of the time this is because images have been inserted into PowerPoint and they have not been compressed for viewing on a screen. PowerPoint has the ability to compress large image files within your presentations, resulting in smaller file sizes and faster general performance in presentations. Follow these instructions to compress images in PowerPoint. This will not affect how the presentation looks on screen.

PowerPoint for WINDOWS (v2007 screenshots):

- Open your PowerPoint presentation. There are a couple ways to go about this, but this document shows how to "save as" and make a compressed version of your presentation.
- Click "File>Save As" on the PowerPoint menu bar. The Save As Window appears. Click on the Tools dropdown box (see Figure 1) and click on "Compress Pictures".
- Click the Options button. Choose the Target output based on your needs. Most people just need their PPT compressed for **Screen** (see Figure 2).
- Give your file a new name to denote the changes you've made ("example_compressed.ppt", etc.), and click "save".



Draft Submission Deadlines

- Authors must submit draft PowerPoint presentations to track leaders for review.
- Draft presentations should be named with the paper #. For example: MM-T1-01.
- **Deadline: June 10th, 2022**



Content Review

- Your track leader will review your presentation on the following:
 - Non-commercialism & objectivity
 - Proper citation for photographs and figures
 - Meaningfulness & relevance
 - Format and template use
 - Ease of reading



Final Submission Deadlines

- Track leaders will upload final presentations to the Speaker Management Database.
- Final presentations should be named with the paper #. For example: MM-T1-01.
- **Deadline: September 9th, 2022**



Submission Guidelines

- Presenters will not be allowed to use their own computers.
- All presentations will be uploaded to a centralized laptop computer in advance of the conference. You **will not** be able to bring your presentation to the session on a flash drive.



Practices Makes Perfect

- Know the content of your presentation.
- Do not “read” your slides. Share your knowledge and use the presentation slides to remind you what to say next.
- Time yourself to be sure you can deliver your presentation within the limits allowed.
- Make sure you leave time for questions from your audience.



Thank You!

- You've worked hard to prepare a well-written paper, and we look forward to your presentation.
- Thank you for your dedication to informing and educating the trenchless industry.
- Contract your track leader (listed in the Pheedloop system) if you have any questions.
- See you at the NASTT 2022 No-Dig North, October 17th – 19th in Toronto!



Two Column Bullets

- Bullets

- Bullets

