



# Canadian Radiation Protection Association Association canadienne de radioprotection

Canada's network of radiation safety specialists  
Réseau canadien des spécialistes en radioprotection

## Tips for a Successful Conference Presentation

- Leave time for questions at the end of your presentation; roughly 3 minutes for a presentation 12-15 minutes long is typical
  - Also don't forget to leave a minute to gather your materials and leave the podium at the end of your presentation
- The text should be brief, large, and easy to read (minimum standard 24pt)
- Your take-away messages should be clear - Each slide should deliver a single specific point
- The amount of content should fit within the time provided while allowing for interaction, Q&A, and next steps
- Use your slides and bullet points as prompts. Avoid using the slides as a script (dense text that repeats what you say) i.e., Use text to summarize the main points of the presentation
- A good general guideline to follow for a successful slide deck is the 1/5/8 rule:
  - Limit the number of slides - There should be no more than one slide per minute of presentation
  - No more than 5 bullets per slide
  - No more than 8 words per bullet
- Plan for questions and have one or two pre-planned questions prepared or anticipate some questions – “normally I get asked X” or “I would have expected someone to ask about X.” These techniques can either help get the ball rolling for the Q&A or help avoid the appearance of it falling flat.
- Choose a dark colored text on a light background
- Avoid backgrounds with graduated shading where the shades range from light to dark or the contrast between text color and background changes
- Avoid using designs that have borders around the slide. The border may reduce the space available for text or graphics
- Pick a font that is made up of thick vertical and horizontal strokes so that the font doesn't wash out when projected. As a rule, sans serif fonts such as Tahoma, Impact, Arial, Helvetica, and Verdana are easier to read when projected than serif fonts like Times or Courier
- A black drop shadow effect may be used on text for additional contrast
- A mixture of upper and lower case is more readable than all capital letters
- Arrange the text and any associated graphics for maximum effect. Repeated items such as titles or logos should be in the same place on each slide. Graphics such as photos and charts should be sized to dominate the transparency. Don't shrink an important graphic to display a corporate graphic.
- Charts, graphs, and diagrams should be simplified as much as possible.
- Transitions between slides should be consistent, instantaneous, and simple. Please do not use “gratuitous” animation.



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## Helpful Links to Create an Impactful PowerPoint Presentation

The links below offer the best practices guidance for creating scientific PowerPoints.

- <https://libguides.hccfl.edu/powerpoint/tips>
- <https://www.digitaltrends.com/computing/powerpoint-best-practices/>
- <https://mtss.tcnj.edu/other-services/teaching-with-technology/7-tips-for-designing-and-delivering-powerpoint-presentations/>
- [https://alum.mit.edu/sites/default/files/2018-06/POWERPOINT%20BEST%20PRACTICES\\_1.pdf](https://alum.mit.edu/sites/default/files/2018-06/POWERPOINT%20BEST%20PRACTICES_1.pdf)