



AAFS GUIDELINES FOR PRESENTATIONS USING AN LCD PROJECTOR

Important Message:

Computers will be provided by the AAFS. The section program chair will notify you in January on how your presentation should be handled/submitted. **Additionally, instructions will be listed on the AAFS webpage “Moderator & Speaker Instructions.”** Each section is different. All questions or inquiries should be addressed to your presenting section’s program chair.

Preparing Your Presentation:

- Microsoft PowerPoint® 2010 or later is highly recommended. Other versions of PowerPoint and programs may be difficult to support at the conference. If the current version of Microsoft products is used to create the presentation, save the file as a PowerPoint “.pptx” version. If using MS Word, save the document as a “.docx” file (extension). Do not save the file as a “.doc” file (extension).
- Dark background and light text provide acceptable contrast and display well in the darkened meeting room. Avoid distracting or otherwise hard to read color combinations such as red and blue, and yellow and green.
- Arial, Times New Roman or Microsoft® Sans Serif are the recommended font styles. Avoid using fonts that project poorly. Unusual or custom fonts may not be available on the host computer.
- Use as large a font as possible and fill the screen. Anything less than 24 is too small. Suggested font sizes are Titles: 48-54, Main text titles: 32, Smallest text lines: 24.
- Keep your presentation simple. Do not crowd the frame. Limit the number of text lines per frame to a maximum of seven lines, with no more than 30 characters per line.
- Use simple graphs and illustrations with a minimum of captions. Avoid using thin lines, dots, dashes, or other specialty lines.
- Verify that your computer has VGA display connectivity. Many laptops require adaptors, and AAFS **does not** supply this equipment.
- Avoid the use of commercial messages (e.g., logo), and video and audio clips unless requested previously in the abstract submission.
- Save your presentation on a USB flash or jump drive. Always test your presentation on another computer to verify file compatibility, layout, and style.

If You Plan to Use Your Own Computer With the LCD Projector at the Meeting

[\(Only if Allowed and You Have Received Advanced Written Approval From Your Presenting Section’s Officers\):](#)

- Test your presentation with the LCD projection unit provided in the speaker ready room.
- You must report to your assigned room at least 30 minutes before the session is scheduled to begin (not your scheduled presentation time). Introduce yourself to the session moderators. Bring your presentation on a USB flash or jump drive that is clearly labeled with your name. Please contact your presenting section’s Program Chair for these details.
- If allowed, each section will provide specific instructions by email prior to the meeting.
- You will be given instructions on when to connect to the LCD projection unit.