PowerPoint and Keynote Tips for Annual Conference

Thank you for using a PowerPoint or Keynote to enhance your presentation at annual conference. Because we strive to have a great production at annual conference, please review the below suggestions.

- Keep the design simple. A light background with dark type or vice versa is the most visually appealing. The use of photos can help explain a point. Be careful of using type over busy photos that is not readable.

- Please use a common font. Unusual fonts that are not widely recognized are often replaced through the transfer and can adjust the layout. Most likely the presentation will run from a Mac computer.

- PowerPoint and Keynote have several pre-made templates. Consider using them to make your presentation clean.

- Should you wish to design your own, keep the design of slides consistent so that it is cohesive.

- Remember, PowerPoint or Keynote should complement what you say as opposed to being the main source of information.

- Screen sizes vary greatly, but the standard resolution for presenting at Annual Conference is 1024x768. In order to eliminate the risk of type being cut off, do not place too much on one slide. Type that is near the top or bottom edge of the slide has a high risk of being cut off and not seen by the audience.

- You may advance the slides at annual conference by either using the hand-held remote or verbally cuing the sound booth. Please let the annual conference communications department know which you prefer when you submit your presentation. If you choose the remote advancer, please familiarize yourself with it during a break.

- In order for the host church to test all graphics and videos, PowerPoints or Keynotes are due no later than May 18, 2018. They may be sent to marycatherine@awfumc.org. You may also utilize DropBox if files are too large. The “send to” address is the same as above.

- We cannot guarantee late entries will work smoothly.