

Hybrid Presentation Guide

2021 HPS Annual Meeting

20 July and 22 July 2021; Virtual

25–29 July 2021; Phoenix, AZ



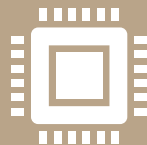
This Presentation Provides:



Guidelines for an HPS
presentation



Information about in
person, remote, and pre-
recorded talks



Information about the
platform

Speaker Preparation

All speakers will either be:
Remote, In person, or pre-
recorded

Remote speakers must practice
with the secretariat's office the
week before they present

Pre-recorded speakers must
submit their video 1 week
before the presentation

Speaker Preparation

All Speakers must upload their powerpoint presentation 1 week before presenting

Timing will be 15 minutes, this will be strictly enforced due to the hybrid setting

If you have questions before the day of your presentation

Guidelines for developing a presentation

Presentations must be in PowerPoint 2007 or newer

Presentations must be in 16:9 Format

All presentations must be reviewed by the task force

Pre-recording

Pre-recording should be considered if internet speed is questionable

All recordings must be in mp4 format and submitted 1 week prior to the presentation (Zoom has a built in recording function)

If possible, speakers should still connect to answer questions at the end

Platform

The platform HPS will be using is called SignalWire

The moderators will need to check the chat box for remote questions

Test connection will be available by request and required for all remote speakers

Style Guidelines

Rule of thumb:
1 slide per
minute

- A 15 minute presentation allots only 12 Minutes for talk, 3 minutes for questions

Each slide
should have a
title

In “File->Page
Setup...”
window
specify:

- Slides sized for: “On Screen Show”
- Slide orientation: Landscape

Style Guidelines (cont)

Short phrases, not long sentences

Use arial or similar sans serif font

40 Point Titles

28 Point Text

- 24 Point subtext

Common Problems

Unreadable visual aids (charts, graphs)



Too much information on a single slide

Do not reduce font size to make room for more words.

If you can't read your lettering from 10' away from a laptop display then your viewers may have problems.



Bad color contrast when streamed (especially red)

Special Fonts and Symbols

Special fonts, symbols and bullets may not be on all computers, test on the computer you will use or...

- Wingdings, Monotype Sorts
- Scientific symbol fonts, Asian language fonts
- MS Line Draw

embed TrueType fonts in the file:

- Select “Tools->Save Options->Embed TrueType Fonts” from the dialog box when saving

Contrast

Contrast

High contrast very important

Use

Use light lines/text on a dark background

- Foreground: White, yellow, light cyan
- Background: Black, dark blue, dark brown

Caution

Caution: Red, orange or blue lettering and lines can become unreadable when streaming

Display Speed

Slides should display instantly

Do not distract the viewers
with slow transition effects

Avoid overuse of slow
graphics, fonts and special
effects

Transitions Between Slides

Special animation should not be used when changing from one slide to another

- Usually highly distracting to viewers
- Use only as special attention getter

Default settings should be:

- Effect: No transition
- Speed: Fast
- Advance: On mouse click

Transitions Between Lines

Can be highly effective

Focus attention on a specific line of a slide

Dim previous lines for more emphasis on current line

Transitions should be instantaneous

Be consistent

Presenting Information: Diagrams



Keep diagrams simple



Easy to view



Make text readable



Use all space in rectangle

Presenting Information: Graphs



Keep graphs simple



Eliminate or subdue distracting grid lines



Use large font sizes



Example follows on next slide:



One Week

Remote: Practice

Pre-Record: Submit
Video

All: Submit PPTX file



The Day of

Check in with your
chair or Task force
representative



The Session

Stay available for the
entire session as text
questions may
continue to come in

Schedule