

POWERPOINT LCD PRESENTATION CHECKLIST

Please read this checklist carefully, follow the instructions, and check off each statement once you have complied with it. You must print the [PDF](#) form, and have your preceptor verify and sign the form prior to arriving at Asilomar. We understand that many of you are adept at Powerpoint. However with close to 500 residents' and fellow's files to manage, lack of uniformity and resultant compatibility problems could cause serious disruption of the meeting. These instructions **MUST** be followed.

GENERAL INSTRUCTIONS

- My file is saved as a **Windows PowerPoint 1997-2003** document. **Do not save as a .pptx file**
- I have **NOT** used hyperlinks to or otherwise integrated other files (graphics, animation, videos, other programs, etc.); all presentation elements must be contained in the single Powerpoint file.
- My file is named in the following way: presentation#lastname.ppt (i.e. 228Smith.ppt). **Files named in any other way will be rejected**
- I have uploaded my file to the correct folder (Presentation room and session) on the WSC Docshare web site (uploading instructions will be sent separately)
- I will bring to WSC a back-up copy of my file saved to a USB flash drive, and I have determined that file does open from the flashdrive properly.
- I understand that on-site (at Asilomar) changes to my slides **WILL NOT BE ALLOWED** unless there is a problem with the uploaded file. **What I upload is what I will be presenting at WSC.**

SPECIFIC INSTRUCTIONS TO PREPARE POWERPOINT PRESENTATIONS

Follow these instructions as you prepare your presentation, and recheck these setup parameters periodically to assure that they remain in effect. (If you create multiple original files for your presentation, you will need to set up and save the options in each file.) These instructions are essential to help ensure a successful file transfer. If you change the slide setup after your slides are created, you might need to make adjustments to your slides as the LCD projection image may change.

- In **PowerPoint 1997-2003**. Click the **Tools** menu and Select **Options, or select Powerpoint 97-2003 from the Save As menu.**
- Click on the **Save tab**. Make sure that the **Allow Fast Saves** box is **NOT** checked (uncheck it, if is checked.)
- Open the **File menu**, and select **Save as, Name file: <ie: 195Jones.ppt>** and **SAVE (in Powerpoint 97-2003 format)**. (note this should be your presentation # NOT your platform category #)
- Open the **File menu**, and select **Page Setup**.
- In the **Slides Sized For:** selection box, select **On-Screen Show**.
- Make sure that the **Width box** resets itself to **10 inches** and the **Height box** to **7.5 inches**.
- Set the **Orientation for Slides** as **Landscape**, and for **Notes, Handouts, etc.,** as **Portrait**. Click **OK**.
- Use a slide template that is standard for Powerpoint 2003 or before. Later version or non-standard templates often contain fonts not present on the presentation laptop, and your slides will not display properly. Font incompatibilities are the most common problem with presentations.)
- Powerpoint files containing animation and links to other files (video, sound ,etc) **ARE NOT ALLOWED** as this causes incompatibility issues. Files that contain these elements **WILL BE REJECTED**.
- Maintain at least a ½ inch **extra margin space** on each edge of the slide. (**DO NOT** run text too close to the edge of the slide)
- Slide colors: Please note that the rooms at Asilomar are not very dark; therefore, the slide color scheme that is easiest to read (in most rooms) is a light background with dark lettering. You may also use a dark background with light, high contrast colors. Avoid using red color for any text since it is very difficult to read.

NOTE: YOU WILL NOT BE ALLOWED TO CONNECT ANY OF YOUR OWN PERIPHERAL EQUIPMENT FOR SOUND, INTERNET, OR OTHER ENHANCEMENTS

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ORDER AND CONTENT OF FIRST FOUR SLIDES AND CONCLUDING SLIDE

_____ **Slide #1:** Should contain your Abstract Presentation Number (upper Left corner) and Platform Category Letter/Presentation Number (upper Right corner), the title of your presentation and your name. Please include one of the following on the lower left corner (IRB approval is ...pending, received, not needed-no human subject data).

_____ **Slide#2:** MUST contain the following conflict of interest and disclosure statement. (Please cut and paste these statements onto your slide, then add your name and disclosure information.)

Disclosure Statement & Speaker's Non-Commercialism Agreement

Your name: _____

1. List of potential conflicts of interest (include funding sources or ties to funding sources):

2. List proprietary information or results of ongoing research that may be subject to different interpretations:

Presentation of this slide indicates my agreement to abide by the non-commercialism guidelines provided on the [CE Requirements page](#).

_____ **Slide#3:** Should contain your Institution information and demographics (ie: bed size and type of facility).

_____ **Slide#4:** MUST contain (3) three pharmacist pre-test assessment questions that relate to the category objectives you selected.

_____ **Concluding (Last) Slide:** MUST include (3) three pharmacists self-assessment of learning questions that relate to the platform category objectives you selected.

_____ I have **saved my file** and **double-checked** them according to the above instructions.

*Please double check your work. Make certain that you did not omit any of the items on the checklist above. Also, please double check these steps one last time before you upload your file. **Thank you***