

The Villages Computer Club

Presentations Guidelines

Presentations for Thursday Computer Plus meetings should be no more than one hour and forty five minutes in length including time for questions and answers.

Presentations for Friday meetings should be no more than forty minutes in length including questions and answers.

Where possible, presentations should be capable of being converted to PDF format for posting on our website. The web presentation should be able to stand on its own. This means that a viewer who did not attend the meeting will be able to understand it and receive the same benefit as those who attended the meeting. To accomplish this, it is advisable to prepare two documents. The first is the presentation to be given at the meeting, typically in a PowerPoint (see alternate programs below) type format. The second is the document to be posted on our web site. This is a much more detailed document including all the information you presented. It typically is prepared as a Word document but a presentation type program can be used if the detail required can be included.

Commercial vendors making presentations shall not use the opportunity to sell any products. Where possible, vendors shall not promote a single manufacturer's product when other manufacturers' products perform the same function. Instead, they should explain the technology and its benefits.

Presentation Format

Presentations should start by telling your audience what they can expect to learn. Follow this with an outline of the topics to be covered. This will help prevent people from "jumping the gun" and reduce questions and interruptions prior to the introduction of the topics.

If you have handouts, prearrange their distribution.

Tips for PowerPoint Presentations

1. Use the slide master feature to create a consistent and simple design template. It is fine to vary the content presentation (i.e. bulleted list, 2-column text, text & image), but be consistent with other elements such as font, colors, and background.
2. Simplify and limit the number of words on each screen. Use key phrases and include only essential information.

3. Limit punctuation and avoid putting words in all capital letters. Empty space on the slide will enhance readability.
4. Use contrasting colors for text and background. Dark text on a light background is best. Patterned backgrounds can reduce readability of text.
5. Use good quality images that reinforce and complement your message. Ensure that your images maintain their impact and resolution when projected on a larger screen.
6. Limit the number of slides. Presenters who constantly "flip" to the next slide are likely to lose their audience. A good rule of thumb is one slide per minute.
7. Do not read from your slides. The content of your slides is for the audience, not for the presenter.

PowerPoint Alternatives

OpenOffice.org provides a free Office Suite with a word processor and presentation preparation program.

Google provides a free web based service that includes a word processor, spreadsheet and presentation program. You can find it by Googling "Google Doc's & Spreadsheets". Or go to docs.google.com.