Illinois State Board of Education
21st CCLC 2015 Spring Conference

Presenters’ Webinar
Pre-conference Networking Session

Ballroom Pre-function Area
May, 12, 6-7:30pm
Conference Check-In

Ballroom Pre-function Area
May 12, 6-7:30pm
May 13, 7:30am
Logistics

Room Facilitators’ Role
AV Set Up
In Case of Emergency
Designing Effective Presentations

Tips for communicating with PowerPoint

Danny Martinez
Austin, TX
Some Simple Guidelines

• Keep it Big
• Keep it Simple
• Keep it Clear
• Keep it Consistent
• Summarize
Keep it Big

Title Fonts 36-44 pts

Avoid text heavy forms or articles or anything too small to be read

Body content or text fonts should be from 24-32 pts
<table>
<thead>
<tr>
<th>Label</th>
<th>Your first name and initial</th>
<th>Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If a joint return, spouse’s first name and initial</td>
<td>Last name</td>
</tr>
<tr>
<td>Home address (number and street). If you have a P.O. box, see page 12.</td>
<td></td>
<td>Apt. no.</td>
</tr>
<tr>
<td>City, town or post office, state, and ZIP code. If you have a foreign address, see page 12.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Presidential Election Campaign**

- Check here if you, or your spouse if filing jointly, want $3 to go to this fund (see page 12)

- □ You
- □ Spouse
Keep it Simple

- **No more than 2 font styles** (1 for title and 1 for text)
- Use similar colors to highlight relationships between words
- Use contrasting colors to indicate differences between words
- Adhere to general meanings of words (red is stop & green is go)
6 X 6 Rule

- No more than 6 lines per slide
- No more than 6 words per slide
Images say more than words
Show Diversity
Use Graphics to Support Text
Transitions and Animations

Use sparingly and only if they support
Keep it Clear

- Do not use italics or ALL CAPS
- Use Sanserif fonts (no comic sans)
- Do not underline unless the text is a hyperlink
- Use bold and color to create emphasis
- Adhere to rules for bullets (lists) and numbering (sequence)
Data charts should show clear information
Keep it Consistent

- Similar use of colors should have similar meanings
- Similar use of fonts should have similar meanings
- Surprises should be appropriate, not overwhelming
Other Issues

Handouts

• Supporting additional information should be in handouts
• PowerPoint thumbnails...2 schools of thought
Other Issues

Copyright
Other Issues

Make yourself heard
Other Issues

Time
Summarize

• Keep it Big
• Keep it Simple
• Keep it Clear
• Keep it Consistent
• Summarize
We will see you at the Bloomington-Normal Marriott Hotel and Conference Center!