Illinois State Board of Education
21st CCLC 2013 Spring Conference

Presenters’ Webinar
Conference Strands

Academics Afterschool
Continuous Program Improvement
Afterschool Enrichment
Family Engagement
Breakout Sessions

Morning Sessions
9:10 – 10:25 a.m.
10:35 – 11:50 a.m.

Afternoon Session
1:45 – 3:00 p.m.
Working Sessions

Project Directors’ Meeting
Site Coordinators’ Workshop
Networking Session
3:30 – 4:30
Logistics

Room Facilitators’ Role

AV Set Up

In Case of Emergency
Designing Effective Presentations

Tips for communicating with PowerPoint

Danny Martinez
SEDL
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

Body content or text fonts should be from 24-32 pts

Avoid text heavy forms or articles or anything too small to be read
**U.S. Individual Income Tax Return 2007**

**Form 1040**

**Label**
- Your first name and initial
- Last name
- Home address (number and street). If you have a P.O. box, see page 12.
- Apt. no.
- City, town or post office, state, and ZIP code. If you have a foreign address, see page 12.

**Filing Status**
- 1. Single
- 2. Married filing jointly (even if only one had income)
- 3. Married filing separately. Enter spouse’s SSN above and full name here.

**Exemptions**
- a. Yourself. If someone can claim you as a dependent, do not check box 6b
- b. Spouse

**Income**
- 7. Wages, salaries, tips, etc. Attach Form(s) W-2
- 8a. Taxable interest. Attach Schedule B if required
- 8b. Tax-exempt interest. Do not include on line 8a
- 9a. Ordinary dividends. Attach Schedule B if required
- 9b. Qualified dividends (see page 19)
- 10. Taxable refunds, credits, or offsets of state and local income taxes (see page 20)
- 11. Alimony received
- 12. Business income or (loss). Attach Schedule C or C-EZ
- 13. Capital gain or (loss). Attach Schedule D if required. If not required, check here
- 14. Other gains or (losses). Attach Form 4797
- 15a. IRA distributions
- 15b. Taxable amount (see page 21)
- 16a. Pensions and annuities
- 16b. Taxable amount (see page 22)
- 17. Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E
- 18. Farm income or (loss). Attach Schedule F
- 19. Unemployment compensation
- 20a. Social security benefits
- 20b. Taxable amount (see page 24)
- 21. Other income. List type and amount (see page 24)
- 22. Add the amounts in the far right column for lines 7 through 21. This is your total income

**Adjusted**
- 23. Educator expenses (see page 26)
- 34. Certain business expenses of parents, adoption expenses, and

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**ILLOIS QUALITY AFTERSCHOOL**
### U.S. Individual Income Tax Return 2007

**Form 1040**

<table>
<thead>
<tr>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the year</td>
<td>Jan. 1-Dec. 31, 2007, or other tax year beginning</td>
</tr>
<tr>
<td>Your first name and initial</td>
<td>Last name</td>
</tr>
<tr>
<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>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>
</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

**IRS Use Only**
- Do not write or staple in this space

**OMB No. 1545-0074**

**You must enter your SSN(s) above.**

**Checking a box below will not change your tax or refund.**

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**ILLINOIS QUALITY AFTERSCHOOL**
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
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)
Keep it Clear

Data charts should show clear information

Pie Chart

- Pie I have eaten
- Pie I have yet to eat
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

Far Side Cartoon
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 in Tinley Park!