



TAC PRESENTATION SUBMISSION GUIDELINES

COVER PAGE

- Presentation Title;
- Author name, professional title, company;
- Co-Author name (if any), professional title, company;
- Name of the session , panel or workshop;
- Acknowledgements of research sponsorship may be included at the end of the presentation.

FORMAT

- PowerPoint 4:3 format or wide screen format only;
- Videos presented at the conference will not have audio (sound) available;
- Graphics and equations must be inserted as jpeg or gif pictures at appropriate resolutions;
- Limit each slide to one main idea. Do not include more than you will discuss;
- Use text, photos, charts, and graphics to ensure clarity, yet avoid using all of these on one slide;
- Ensure that the entire audience can read all your slides, not just the people sitting in the front row;
- In general, use no more than five to seven lines on one slide. More than seven words per line are usually illegible. Leave space, roughly the height of a capital letter between lines;
- Font sizes should range from 18 to 48 point. Use size to establish a hierarchy for headings, sub-headings, and text;

- Choose one or two typefaces that are easy to read. Do not clutter your slide with too many fonts. We recommend sans serif typefaces;
- Use blue or gray background rather than black or white. Your text and graphics will look better and be easier to read;
- Leave blank space around charts and graphs. Text placed too close to graphs except for labels and numbers makes slides look cluttered;
- Computer-based presentations add a level of professionalism, but remember to balance animation, video, transitions, and special effects. Using "builds" to lead the audience through a slide by exposing one point or line at a time can be effective. The previous points are still visible but displayed in a smaller font or different color. Upon reaching the last point, the audience will see and be able to review all of the points on one slide.

STYLE

- References should be noted within the slides by a number in brackets, with a full list of references, by number, included at the end of the presentation. See guidelines for Paper Submissions "Sample References".
- Responsibility for copyright clearance and all statements contained within the paper lies solely with the author.
- For legibility, use a sans serif font such as Arial, 18-48; maintain a one inch margin on all sides; and use high contrast colors.

SAVE/SUBMIT FILE

Final presentations should be submitted online via the submission website in PowerPoint format.

Example: Last NameFirst Initial – Version #.ppt

ADDITIONAL RESOURCES

[How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon](#)