

## **BLUE RIBBON GUIDELINES AND SUGGESTIONS FOR ORAL PRESENTATION**

### **Oral Presentation**

Plan on a 6 minute oral presentation with 4 minutes for Question and Answer (Q&A).  
Please use the following guidelines for best audio and visual presentations.

### **LCD (PowerPoint presentation)**

1. Ideally, have your slides made by a medical illustration department specifically for television use. White print on blue looks best. Avoid red.
2. If you make your own slides by typing on paper and taking photographs, use large print. Typewriter elements ("ball") with large capital letters (FUTURA type style, for example) are good. The cardinal rule for visibility is:

### **NO MORE THAN 30 CHARACTERS, LETTERS OR SPACES PER LINE!**

3. If you keep this rule in mind, when projected, the print becomes large enough to be seen and read on the auditorium screen.
4. Try to limit the number of lines to 6 per slide for best viewing.
5. Double or triple space the lines.
6. Leave "empty space" as a border all around the slide.
7. If you use tables or graphs, you usually cannot simply copy from a journal or book. You should abstract the pertinent information for the slide and "fill in" with your speaking.
8. As you speak, use a pointer *only when appropriate* and move slowly. Rapid up-and-down and back-and-forth motions are distracting to the audience.
9. Acknowledge the source of your information (on the slide or in your speech).
10. Avoid copyrighted materials.

### **MICROPHONES**

1. Use a Microphone at all times.
2. Properly position the microphone around the neck via the special brace or the cord provided. Afterward, do not handle it.
3. If it is necessary to hold a microphone in the hand, have it approximately 4–6 inches in front of and slightly below the mouth.
4. When there is a question from the audience, **always repeat the question before answering.**
5. When standing at the podium and pointing to the screen, make a whole body turn instead of turning the neck only, so as to keep the microphone and mouth in the best relationship for clear audio.

## EXAMPLE OF VISUALS THAT ARE EASY TO READ WHEN PROJECTED ON A SCREEN

USE LARGE TYPEWRITER PRINT  
LIKE THIS ONE. (IBM OR OTHER  
TYPE "ELEMENTS" ARE AVAILABLE.)  
SIX LINES ARE IDEAL,  
BUT 10 CAN BE READ.

or

EXAMPLE OF VISUAL  
THAT IS EASY TO READ  
WHEN PROJECTED  
NEVER USE MORE THAN  
30 CHARACTERS OR SPACES  
PER LINE. THIS IS IMPORTANT!

**These two slides contain exactly the same information**

**WRONG**

Pathophysiology of CHF  
Stroke Volume  
Heart Rate  
Cardiac Output  
Vasoconstriction  
Venous Pressure  
Ventri. end-diast. press  
Ventricular Dilatation  
Rate of Contraction

**RIGHT**

PATHOPHYSIOLOGY OF CHF  
STROKE VOLUME  
HEART RATE  
CARDIAC OUTPUT  
VASOCONSTRICTION  
VENOUS PRESSURE  
VENTRI. END-DIAST PRESS  
VENTRICULAR DILATATION  
RATE OF CONTRACTION