

## Guidelines for Presenters

It is preferable that you use Microsoft PowerPoint for your presentation. Please provide an electronic version of your PowerPoint presentation so it may be loaded ready for your presentation

E-mail [EO@hima.org.au](mailto:EO@hima.org.au) or Mail, on CD to:

**HIMAA 27<sup>th</sup> National 2009 Conference  
Locked Bag 2045  
North Ryde NSW 1670  
AUSTRALIA**

These must be provided by **Friday 11<sup>th</sup> September 2009**. Please name your presentations as Abstract #**SURNAME.ppt** (for example Abstract501JONES.ppt).

### PowerPoint presentations

- Special effects - Use sparingly. Animation and audio effects are terrific to highlight an important point but if you use them too much they will have no impact and eventually become irritating. If you plan to use audio effects, you will need to let the technical staff know.
- Don't select 'Random Transitions' in your PowerPoint menu or your audience will notice the effects more than your presentation.
- As a guide, try not to 'clutter up' your presentation with too much text, instead using concise points. Keep it simple and to the point.
- Text size should not be any smaller than 24 point Arial as the benchmark for size and please limit font colours on each slide to a maximum of 3 different colours.
- Do not use elaborate and distracting backgrounds to your slides.
- If you are planning to embed a video in your PowerPoint presentation, or use any form of non - standard proprietary software, you will need to provide your own laptop computer. Please advise the AV Team of this when requested for your AV support requirements, and they will be able to connect it for you.

### Video

If you are planning to use a Video please let the AV Team know when requested for your AV support requirements so they can arrange the appropriate equipment and/or operator for your presentation.