CIEAEM
Guidelines for Powerpoint/Prezi presentations.

In making a presentation, there are several levels of competence. The possible features used to make the presentation lively and attractive depend on the competence of the presenter. In CIEAEM-conferences, understanding the spoken language can be a problem for some participants, and these colleagues need the help of a well-designed slideshow for comprehension.
As a speaker, you can use the slideshow as anchor points for your talk; this can help the audience navigate your presentation with clarity. Logo's, colours, pictures, etc., are useful in this way.

In this guideline we invite you to look at your slideshow, and to determine your own bottom line for good slide design.
Take care that your slides meet at least the following rules:

- Use at minimum a 30-point font.
- Use the same letter type for each slide, or use different types to stress attention to certain issues.
- Include no more than 10 lines per slide.
- Background colours should be soft to avoid weak readability
- Sometimes a text is written and listeners have to read; take your time for that while speaking.
- Try to use pictures to emphasize your ideas.
- Check the hyperlinks (if used) before the show
- Check the readability from the back of your room
- Check the sound (if used)
- Think that a communication is between 15 and 20 minutes (depending the working group): as a consequence 15-20 slides is a maximum (at the most) for a presentation.
- …

We expect a CIEAEM-presenter to employ these guidelines

Any presenting-questions can be directed to:
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(Lambrecht is not going to correct different presentations, but is happy to give advice and coaching for those who catch him for that)