



SCHOOL NUTRITION ASSOCIATION POWERPOINT PRESENTATION SUBMISSION

PRESENTATION GUIDELINES

- **Your session presentation is due on or before May 1, 2014. SNA will not allow you to speak if your presentation is not received on or before the deadline.**
- For Education Sessions, SNA will post presentations in advance. SNA requires all presentations to be submitted electronically for review and inclusion on the website.
- SNA does not usually post Pre-Conference Sessions presentations.
- If you want to provide handouts, you are responsible for making copies, shipping your handouts, and bringing them to the appropriate location. SNA will not store or duplicate handouts on-site.
- **SNA does not allow** merchandise, products, self-promotion, food samples, food-tastings, live culinary demonstrations or advertisements during the pre-conference and education sessions at ANC.

POWERPOINT PRESENTATION FORMAT

- PowerPoint Presentations are a great visual tool to use to support and complement your message. Create a PowerPoint template of your own that is visually appealing to participants.
- **If your session involves two or more presenters, please be sure to merge each presentation into one PowerPoint in order of presenter.**
- **The smallest font size that must be used is 30 pt.** Session rooms are large! You want to make sure that everyone can see your slide content.

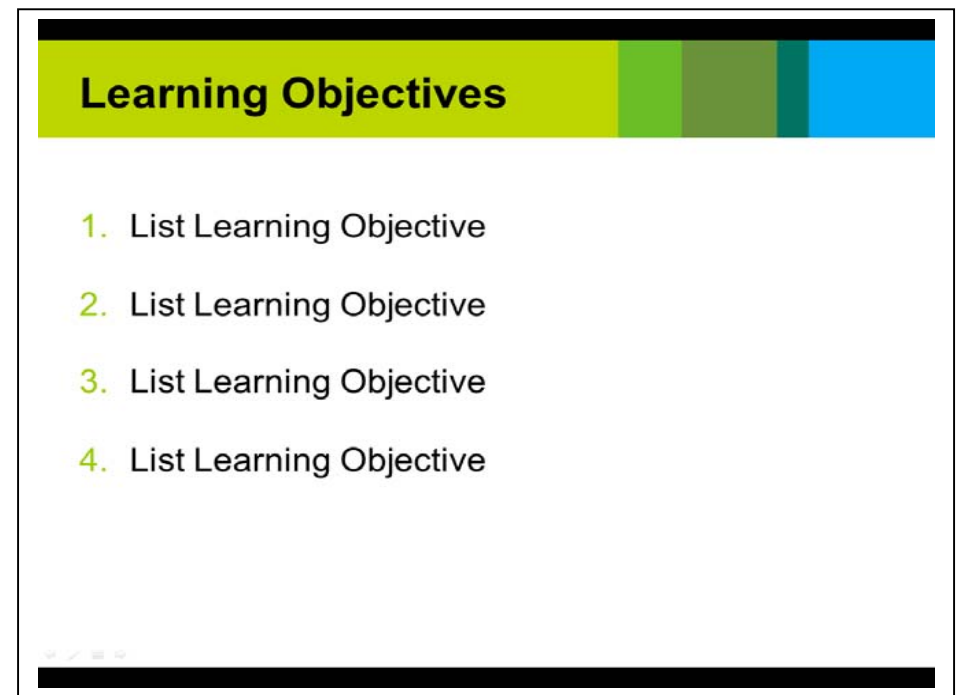
- The 1st PowerPoint slide must include the following:

- ✓ Session Title, Date and Time
- ✓ Presenter(s) Name(s), Title, Company
- ✓ **NOTE:** Company logos are only allowed on the first slide



- The 2nd PowerPoint slide must:

- ✓ List 3-4 learning objectives for your session



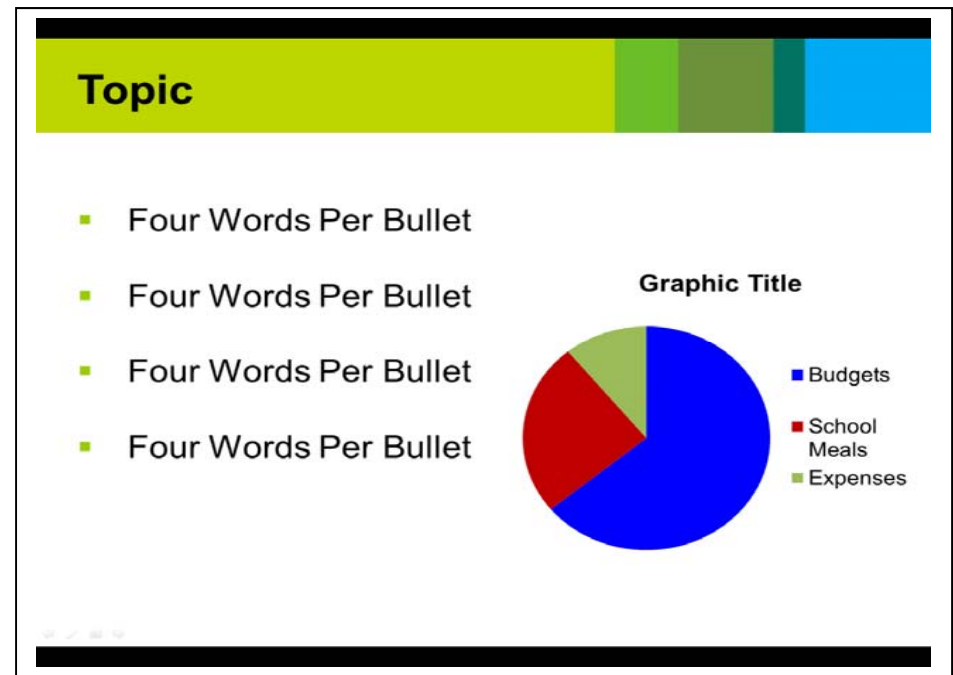
- The remaining PowerPoint slides:

- ✓ Should focus on the session content
- ✓ They should not be too text heavy (**we recommend 4-6 words and per bullet**) and should not have every word you say
- ✓ Should include graphics, photos, statistics and videos as they are great enhancers
- ✓ Do not use acronyms!
- ✓ **NOTE: Promotional materials, products, services, product images, self-promotion ARE NOT ALLOWED in your PowerPoint, during your live presentation and in any of the videos included in your presentation.**

- ✓ At the end of your presentation or panel presentation, thank your audience and engage them in a 10-15 minute Question & Answer (Q&A) session. Instruct the attendees to use the aisle microphone to ask questions. If they don't use the microphone, repeat the question before answering for the entire audience.

- **Compatibility:**

- ✓ The maximum display resolution of standard LCD projectors is 1024x768. When inserting images into a PowerPoint presentation, please reduce the image size in an external program, such as Photoshop, to approximate the on-screen size in the presentation.
- ✓ When inserting large scanned images or large images from a digital camera, resolution is typically above 1024x768 which will cause the file size of your presentation to be much larger and can cause pauses and slow performance during slide advance. Please resize the image as noted above.
- ✓ If using a Macintosh, please convert embedded images to JPEG before inserting them into your presentation. Otherwise, they may not transfer properly to the LCD projector.



- **Using Windows Media Player:**
 - ✓ Generally, any media file that can be played within Windows Media Player can be linked to your PowerPoint presentation and be played from within it.
 - ✓ Pay close attention to the codec that was used to encode the file. If you are not sure what it is, please contact the person who created the file.
 - ✓ Some examples of codecs that are supported directly for playback within your presentation are: MPEG1, Indeo 5 and Cinepak. We recommend using these codecs if at all possible.

- **Real Player and QuickTime Movies:**
 - ✓ These media formats CANNOT be played within your PowerPoint Presentation.
 - ✓ If using Real Player & Quick Time movies, you will need to create an 'action button'. This allows you to click on an icon in your PowerPoint slide. The icon will spawn the appropriate viewer application and load the movie.
 - ✓ Because of this limitation, SNA recommends compressing your movie file into an appropriate Windows Media format.

- **Here are a few additional tips to think about:**
 - Review your presentation in slide show format before submission so that you can correct any errors or issues.
 - **DO NOT READ** from your slides or turn your back to the audience.
 - Rehearse your information so you know what topics you will cover. Add stories or examples they can relate to.
 - Speak into the microphone. Be energetic, enthusiastic and most importantly, don't speak too quickly!
 - Stand up and move around the stage.
 - For additional tips on creating an engaging PowerPoint Presentation, visit www.garreynolds.com/Presentation/slides.html