



## GUIDELINES FOR MICROSOFT® POWERPOINT® PRESENTATIONS

**Please note: If you need help, completely free of charge HRDQ-U will help you adjust your slides to meet these specifications. This is our service to you, our expert presenter.**

**Overall Length:** 50 minutes in duration. HRDQ uses the remaining 10 minutes for the introduction, live Q&A session, and closing remarks. We recommend no more than 45-50 slides in total.

**Font:** Calibri preferred, Arial acceptable

**Headers:** 40pt bold

**Main Text:** 24pt preferred, 22pt acceptable

### Other Guidelines:

- We recommend following the 5 simple principles in Sharon Bowman's book, *Using Brain Science to Make Learning Stick* available on Amazon.com. These are easy to implement yet they make a dramatic difference in the engagement of the attendees.
- The file can be no larger than 40MB. Please use .jpg image files to keep the size down.
- Please allow a half-inch margin at the bottom of each slide to ensure text and/or graphics are not cut off of the slide.
- Images must be high resolution and licensed for use. Full-bleed placement is preferred but not mandatory. HRDQ can assist with image direction and selection.
- The amount of text on each slide should be minimal. Optimally, just a few words. The slides should support your presentation but not act as a script.
- A consistent color palette is preferred. Please avoid using light colors for text. Contrast is most effective.
- The footer may be used for © purposes.
- Participants love to interact, so we recommend polling questions. Multiple choice, scale-based, and true/false questions are best, but open-chat is also an option.
- HRDQ-U aims to provide content-rich presentations. Please limit promotional information to the final 3 minutes of your presentation and no more than 2 slides.