

PRESENTATION RECOMMENDATIONS/TIPS

PowerPoint Presentations

- **Keep your visual aids simple.** Try to convey only one idea per table, figure, or title slide. Slides should be readable to the unaided eye. Keep text on slides restricted to 6 lines. Use Arial or Times New Roman fonts for all slides. This is to prevent problems with incorrect font/character substitutions that occur when presentations are prepared in fonts not available on the conference computers.
- **Slides/ Graphics**
 - Use 28-point font or larger.
 - Slides (PowerPoint / Keynote) – Should be 16:9 Aspect Ratio
 - Resolution: 1920x1080 pixels
 - Use appropriate colors for type & backgrounds.
 - Color combinations with pleasing contrasts. Do not use colors or images that you have never tested before in a presentation (i.e., don't assume that what you see on your computer will be what the audience sees on the projected screen).

Oral Presentations

- **Tailor your presentation to the audience as precisely as you can.** The conference is attended by resource managers, scientists, educators, students, policymakers & general public. Scientific terms & acronyms specific to your discipline should either be avoided or explained in detail during your presentation. If you are presenting research results, please make sure you include the relevance of the research to overall conservation management efforts in Hawai'i.
- **Formulate your key messages.** Put the spotlight on your message - make sure you are clear & concise about what you want the audience to know after your presentation. The more complicated the message, the higher the risk that no one will remember what you said & why you said it.
- **Keep to the time allotted.** The schedules for oral presentations will be strictly enforced; therefore, practice your presentation beforehand to ensure that it does not exceed the allotted time. A 15-minute talk is roughly 6 typed pages (double-spaced, 12 pt. font, 1" margins) & no more than 20 single-message slides. Speed talks will be a 5-minute talk with 2-minutes for questions & 1-minute for transition time