

PowerPoint Presentation and Style Requirements for Presentations to the Board of Regents

Main Messages

1. If you choose to use a PowerPoint (PPT) to convey your message, the presentation should comply with the recommendations below.
2. Keep the overall presentation short and the slide content short -- bulleted points in a simple, outlined format.
3. It will be difficult to make changes to PPTs after the agenda deadline has passed. In these unusual circumstances, PPT revisions will be handled on a case-by-case basis.

PowerPoint Requirements

PPTs are displayed on a big screen at the meeting, printed for the Agenda Book, and appear in both live and archived webcasts. The following guidelines, if followed, will make your presentation more effective for the Board of Regents.

Templates

- U. T. System Administration presenters will use one of the four color templates available at http://www.utsystem.edu/comm/graphic_resources.htm.
- Institutions may use their own templates.
- Outside constituents may utilize their company templates, but should follow these style guidelines.

General Presentation

- Slides should emphasize your message, not repeat it.
- Presentations should be kept to five minutes if possible, and no longer than 10 minutes, unless in response to a specific request.
- Practice the presentation -- time your practice sessions to ensure you keep within your allotted time.
- Avoid reading the slides verbatim.
- Always test the presentation projection, preferably in the room where the presentation will be given. Colors can often look different on a computer screen than they do on a large screen in the meeting room. Contact the Board of Regents' Office at 512/499-4402 or bor@utsystem.edu to set a time to review the PPT in the Board meeting room.
- Last slide should be a closing slide with "Questions?" or "Thank you."

Overall format

- Refer to <http://www.utsystem.edu/news/StyleGuidelines.htm> for the correct abbreviation of U. T. System institutions.
- **File size must not exceed 20MB.**
- Use a simple outline format with bulleted phrases.
- Use numbered items only to show rank or sequence.
- Use simple phrases. Avoid complete sentences.
- Use the same part of speech to begin bullets, such as an active verb.
- No more than one topic per slide. If you must continue a topic to a second slide, place the word "(cont.)" in the header of the second slide in a smaller font.
- Use spell check.
- Please do not use animation.

Type styles

- Only use Arial type face (Arial is a sans serif type font that displays better on screen).
- Size requirements are set in the template:
 - Titles – Arial 36 to 40 points
 - Subheads – Arial 28 to 36 points
 - Body text – Arial 24 points minimum
 - Footer – Arial 12 points
- Avoid using *italics* - hard to read from a distance.
- Never use ALL CAPS - it implies shouting.
- Do not use underlining - the presentation will be placed on the web, and the underlines will be mistaken for web links.

Color

- U. T. System Administration presenters may choose from four available templates.
- For charts and graphs, use the same color palette as the template.
- Use solid colors instead of patterns in charts and graphs.
- Do not use a color background – it takes too much ink to print copies and makes words difficult to read.
- Test print the PPT in B&W to ensure readability.

Graphics & Photographs

- Images should be kept small - file size less than 50k, and physical size not to exceed 500 pixels wide by 400 pixels tall.
- If file size or physical size needs to be modified, edit in third-party software like Adobe Photoshop or Microsoft Office Picture Manager (installed on all PCs with Windows XP). Methods of achieving smaller file sizes include cropping, compressing or resizing.
- All graphic/picture file formats should be .jpg, while logos should be .gifs. To minimize file size, do not use .bmp, .TIF or .png.
- Use of clip art is discouraged.
- Do not use logos of non-University entities such as sports teams, pop culture icons, tattoos, etc.
- Use video clips and other media art only if you have the technical expertise and can practice on the presentation equipment prior to the meeting. Consider bringing video content on a separate DVD disc.
- Please provide a copy of any DVD content in advance to the Board Office for previewing and preloading.
- Test your presentation on the same screen, computer, and/or media player from which it will be presented. What looks good on a monitor at your desk, may not look as good on a large screen. If it is not possible, try to test on a projection screen.

Charts and Graphs

- Charts and graphs should be created in MS Excel and must be special pasted into PPT to produce best resolution ([please see help in PowerPoint on how to special paste](#)).
- Charts and graphs created by other software may need to be at a higher resolution/file size to retain quality and details. Recommend compressing files in MS Office Picture Manager to be less than 100K in size.
- Be conservative in the level of detail as the audience will be reading from a distance.
- Do not place data labels/figures inside bars or sections of pie charts.
- Use simple chart and graph layouts to present numerical figures.

- Use the same color palette as the presentation template for charts and graphs; a lighter shade of grey or another color should be used for the background lines on bar charts.
- Use solid colors instead of patterns.

Header

- Each slide should be titled; this text is used for archived webcasts.

Footers

- With the exception of the Title Slide, all slides must be numbered. Slide numbers should be in the lower right corner of each slide.
- Do not number pages as the Board Office will include the Agenda Book page number.
- Do not place the complete network path name to the document file on the presentation footer -- this is a security risk.

Reviewing

- Please have all data and facts double checked by someone else in your office.
- Run spell check.
- Make sure the PPT adheres to [U. T. System Style Guidelines](#).

Routing and deadlines

- PPTs must be sent to the appropriate Agenda Liaison at U. T. System for attachment to the Agenda Item in the Agenda database (db). Allow sufficient time for review. Agenda deadlines may be viewed at <http://moss.utsystem.edu/bor/office/Meetings/AgendaBookDropBox/default.aspx>.
- The Liaison or Liaison Assistant will route the PPT, via the Agenda db, to Ms. Meagan Abendschein in Public Affairs. Do not route PPTs, for Public Affairs review, by email because of mailbox size restrictions.
- The Office of Public Affairs will review the presentation and include comments/ approval in the Agenda db and will route the item to Ms. Jana Pankratz, Deputy to the Chancellor, who will route the agenda item back to the Liaison/Liaison Assistant following her review.

Revising PPTs

- Keep presentations in the Agenda db current and be sure the questions on the attachment page (see Fig. 1 below) are all answered. The Board Office and technical staff in the Office of Technology and Information Services (OTIS) access PPTs directly from the database for display at Board meetings.
- Do not change the PPT after it is finalized and included in the Agenda Book without notifying and discussing with the appropriate Executive Vice Chancellor, the Chancellor's Office, and the Board Office.

Practice sessions

- Prior to the Board meeting, the Board Office might schedule a practice session for nonroutine presentations.

Contacts

- Preparation of presentations/technical questions – Meagan Abendschein in the Office of Public Affairs, 512/499-4487, mabendschein@utsystem.edu.
- Consultation/Agenda Deadlines - Office of the Board of Regents' staff are available to assist 512/499-4402 or email bor@utsystem.edu.

Figure 1

THE UNIVERSITY OF TEXAS System **Agenda Database** **Board of Regents**

Agenda Home **Create New Item**
Type New Item
Templates

Search for Existing Item
Item Search
Items by Meeting
Items by Department

Support Services
Database Services
Help / Reports
Logoff

Back to Item

DRAFT LIAISON **BOARD OFFICE** AGENDA BOOK

Upload Attachment or Checklist
In the text boxes below, enter a title for the file you attaching, a number for the order of this attachment, then click the Browse button to locate the file you are uploading. When all 3 textboxes are complete, click Upload Attachment.

Attachment Title:

Attachment Order:

Attachment File:

Is this attachment a required checklist?

Will this attachment be printed in the book?

Will this attachment be a slide presentation at the meeting?

Internet 100%