# 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.

All PowerPoint presentations for Board of Regents' meetings should be created in widescreen format (using 16x9 ratio, instead of 4x3).

## Templates

1. U. T. System Administration presenters will use one of the four color templates available at http://www.utsystem.edu/offices/public-affairs/graphic-resources.
2. Institutions may use their own templates.
3. Outside constituents may utilize their company templates, but should follow these style guidelines.

## General Presentation

- Slides should emphasize your message, not repeat it.
- Slides should be numbered, except for the title slide.
- Slides should emphasize your message, not repeat it.
- Presentations should be kept between five and ten minutes.
- Practice the presentation.
- Avoid reading the slides verbatim.
- Last slide should be a closing slide with "Questions?" or "Thank you."

## Overall format

- Use one of the three approved PPT template found here.
- Title slide requirements are set in the template:
    - Title of presentation
    - Presenter, Job Title
    - U. T. System Board of Regents' Meeting
    - Committee (if for committee meeting)
    - Date of Board Meeting (Month, Year)
- Refer to the U. T. System Style Guidelines for the correct abbreviation of institutions.
- Use bulleted phrases.
- Use numbered items only to show rank or sequence.
- Use the same part of speech to begin bullets, such as an active verb.
- Use spell check.
- Do not use animation.
- If a topic takes more than one slide, use "(cont.)" after the header on subsequent slides.

## Type styles

- Use the typeface that is preset in the PPT template.
- Size requirements are set in the template:
    - Titles – 36 to 44 points
    - Subheads – 28 to 36 points
    - Body text – 22 points minimum
- Avoid using italics.
- Avoid using all caps.

## Color

- Use colors that are preset in the PPT templates.
- For charts and graphs, use the same color palette as the template.
- Use solid colors instead of patterns in charts and graphs.
- Test print the PPT in B&W to ensure readability.

## Graphics & Photographs

- All graphic/picture file formats should be .jpg, while logos should be .gifs.
- Do not use clipart.
- 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 necessary and if there are no copyright issues.

## 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.
- Use simple chart and graph layouts to present numerical figures.
- Use the same color palette as the presentation template for charts and graphs.
- Use solid colors instead of patterns.

## Footers

- With the exception of the Title Slide, all slides should be numbered in the lower right corner of each slide (as preset in the template).
- 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 https://department.utsystem.edu/bor/office/Meetings/Information/SitePages/Home.aspx
- The Liaison or Liaison Assistant will route the PPT, via the Agenda db, to 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 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