



Lecture Slide Guidelines and Best Practices

PENNSYLVANIA OSTEOPATHIC MEDICAL ASSOCIATION

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Presentation Tips

- Know your audience (95% will be DOs; most common specialties are family medicine and internal medicine)
- Arrive early – at least 45 minutes before your scheduled lecture time
- Do not read your presentation
- Leave time for Q&A (10 minutes)

Presentation Goals

- Your presentation can be easily viewed by your audience
- The audience will become more engaged in your presentation
- Your content will be presented clearly

Required Slides

Slide 1: Title Slide, including speaker's name

Slide 2: Disclosure slide

Slide 3: Learning objectives

Last Slide: 3-5 "take-aways" for participants to implement in their practice

Design Best Practices

- **Background**
 - Choose a simple theme or build your own from a blank template
 - Limit graphic embellishments or textures to minimize distraction
 - Use only one template; don't mix and match
- **Color**
 - Three or few colors are best (including accent color)
 - Use accent color sparingly to bring attention to important details
 - Light or white backgrounds with dark text are best for most lighting conditions and large rooms
 - Dark backgrounds with white or light text work in low light conditions
 - Make sure the contrast between your background and foreground colors is easy to read
- **Font**
 - No more than two font styles should be used per slide
 - Sans serif fonts are much easier to read on a screen
- **Graphics and Images**
 - Use to illustrate or emphasize a point, not purely decorative
 - Avoid complex graphs (three-dimensional, data-heavy, hard-to-read)
 - Choose simple, clean graphs
 - Avoid using trademarked or copyrighted images without permission (i.e., Disney, Starbucks, etc.)
- **Animations**
 - Use sparingly, if at all
 - "Appear" and "Dissolve" only
 - Avoid "flying" or "zooming"
 - Put links to videos in the center of the slide; preload prior to the start of the lecture

Content Best Practices

- **Number of slides**
 - Less is more
 - 1 ½ slides per minute; i.e., 50 minute lecture equals 75 slides or less
- **Text**
 - Title each slide
 - Text should be 18 points or larger
 - Minimize amount of text on each slide. Better to use two slides with less text than one slide that is unreadable
 - Use bullet points consistently and correctly
 - Limit number of bullet points to three or four per slide
 - Leave space between lines for easier reading
 - Use bold, italics, or color for emphasis on specific words, no underlining
 - Avoid using all CAPS except in titles
 - Define acronyms
- **Data**
 - Site the source of the data
 - Consider a bibliography slide for all resources/references

Sources:

Schreyer Institute for Teaching Excellence http://www.schreyerinstitute.psu.edu/pdf/Handouts_for_Powerpoint_BPs.pdf

Worcester Polytechnic Institute <https://web.wpi.edu/Academics/ATC/Collaboratory/HowTo/PowerPoint/design.html>