PowerPoint Information and Marking Criteria

The UNE Postgraduate PowerPoint template
(https://www.une.edu.au/__data/assets/powerpoint_doc/0009/226854/pgconference-pp-template.pptx)

**NOTE:** You may just want to use the UNE template slide for your 1st slide so as to provide more opportunity and room to be creative within the rest of the slides of your presentation.

To assist you in your presentation design see link to Jane Clothier’s PowerPoint presentation

In addition to that we strongly recommend that you do not exceed 10 slides in your PPT presentation as you have a maximum of 15 mins to present your research.

We require your presentation (max 10 slide) be provided along with your biography **by the COB Friday 21st December 2018.** This provides us time to prepare the communications technology at the venue and ensure your presentation is ready to go within your session.

**PowerPoint Marking Criteria**

Your presentation **MUST:**

- be on the PowerPoint template provided, at least Title slide
- list your References on the last slide (in text citation is expected)

One minute per slide. It’s a best practice is to use more slides, with less content per slide, if at all possible.

One idea per slide *ie*

  - no more than 3 to 6 bullets points per slide
  - 5-6 words per bullet point or a dozen or so words per slide.

- **Use a font** that easy to read such as Arial, Times New Roman or Verdana. (San Serif fonts).
  - Use Arial for headings and another for content.
  - Make font large enough (Titles – 44 pt size, Body 32 pt size, **NOTE:** depending on content minimum font size 20).
  - Use fewer fonts no fancy fonts, don’t use punctuation as they can clutter the slide.

- Limit the use of animations and transitions
- Use Photos, Charts and Graphs: these can add variety and interest
- Dark text on a light background is best.
- Every bullet is followed by a capital letter