Presentation Guide

Format

- We suggest that each presentation has a maximum of **10 slides** to avoid going over time,
- You can use any slide deck format that you already have within your organisation,
- In our experience, the best presentations are **case study focused with specific learnings and examples.**
- **Presentations which are sales pitches will often result in audience members leaving the track room.**

Content and layout

- Keep text brief and focused with a maximum of 5-7 bullet points per slide,
- Use headings to organise content and guide the audience,
- Do not copy and paste large paragraphs or dense tables,
- Avoid cluttering slides with too many images or graphs,
- Do not animate every element, it is best to use simple transitions,
- **Do not use polls such as mentimeter or slido**, we cannot guarantee that these will work correctly.
- You can use any internal company slide deck
- **16 by 9 ratio format is obligatory - otherwise your presentation will have difficulties displaying on our projectors**
- If you wish to use any logos from FMS, please access the following link: https://drive.google.com/drive/folders/1ot0-YRiHXIddD1lpRZvi-Ez0B9JoxFC2?usp=sharing

Presentation Requirements

For any amended presentations, please provide George Mullens, the Conference Director, the following:

- Presentation title,
- Name and job title of presenter,
- Speaker biography,
- Speaker email address,
- Speaker picture.

If the above is not provided, then **we will not be able to promote your presentation on our website and event app agenda**. Similarly, if we do not receive the details for your presenter, then this can result in difficulties in registering them effectively for the congress, **this can result in presenters not showing up on our website and event app**.

Deadlines

The deadline for presentations is **Friday 25th June**. Presentations can be submitted at the following Google Form:
https://docs.google.com/forms/d/e/1FAIpQLSdyQjbmdujHJQb9WE2p-nImiFcEP4fn-bOnTjlfYId2k5n_Iw/viewform?usp=dialog

If you are unable to access the above form, then please send this directly to George Mullens, the Conference Director for FMS at george.mullens@terrapinn.com.

Please note that the presentation needs to be sent to the Director for us to send it to our AV team at the congress.

Template
You can find a template for FMS presentations at the following link:
https://docs.google.com/presentation/d/1cdLMe8n5eJZOVzjxZBUSnmTY-7cdqvM9/edit?usp=sharing&ouid=101011478862956985619&rtpof=true&sd=true

Please note that it is not obligatory to use the above guide but highly recommended.

Accessibility guidelines

Colour and contrast
The purpose of this section is to provide guidelines on formats noting that individuals with some disabilities might have difficulties in reading certain combinations.

- Use high contrast colour combinations such as black text on a white background
- Use colour and other indicators, text labels to convey meaning.
- Do not rely on colour alone to communicate, eg. The red bar shows
- Avoid low contrast colour combinations such as light grey on white or red on green
- Avoid neon or overly saturated colours, these can cause eye strain.

Text and fonts

- Use sans-serif fonts (e.g., Arial, Calibri, Verdana) for clarity.
- Use a minimum font size of 24pt for body text; bigger is better.
- Use bold for emphasis, not italics or underlining.
- Avoid cramming lots of text on a slide
- Avoid decorative or cursive fonts, theses can be difficult to read
- Avoid using all caps for longer sentences.