

Presentation guidelines

$\{\text{BECMC}\}^{25}$

General guidelines

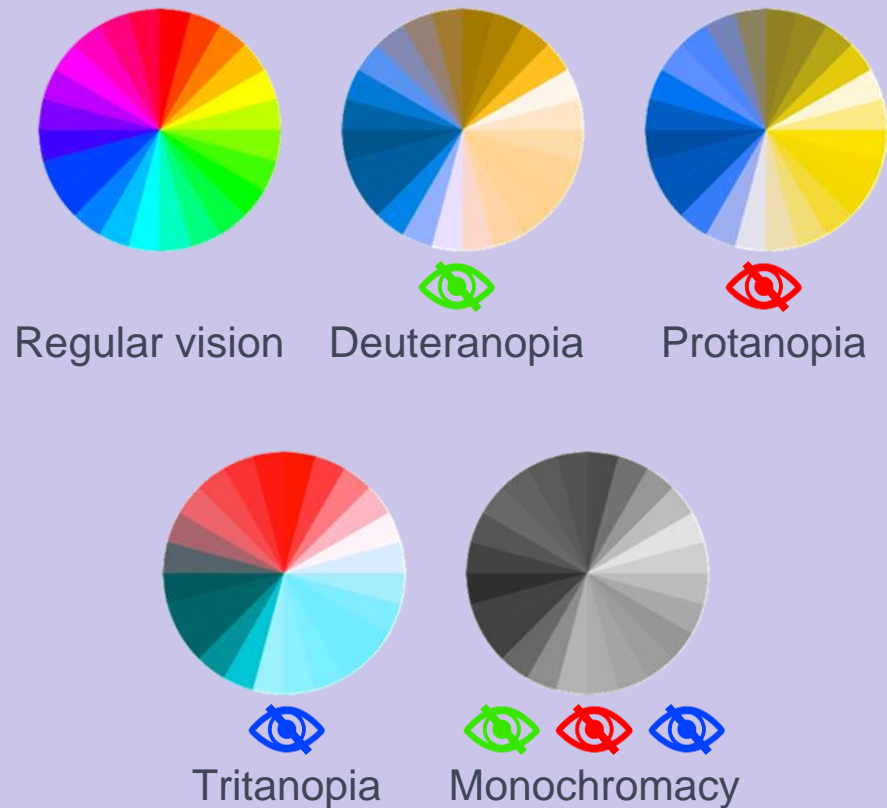
- Either PowerPoint or the Beamer format in LaTeX are recommended
- Provide the editable version and PDF version of the presentation
- If using Beamer – use an accessibility package such as [axessibility](#)

Layout and design

- Keep the layout consistent and logical
- Use a suitable number of slides for the time allocated (1-2 minutes per slide)
- Number your slides
- Don't cram too much into any particular slide

Colour

- Use single colour background and avoid patterns
- Use cream, grey or soft pastel colours backgrounds
- Don't rely on colour to convey meaning
- Make it colour blind friendly



Text Guidelines

- Check your colour contrast [here](#), ideally at least 4.5:1
- Use an appropriate size font (18 Powerpoint, 14pt Beamer)
- Keep text size consistent
- Avoid italic text and underlining

Friendly Fonts	Unfriendly Fonts
Arial	Times New Roman
Verdana	Baskerville
Tahoma	<i>Lobster</i>
Calibri	<i>French Script</i>

Table 1: Comparison of Friendly vs. Unfriendly Fonts by Readability and Style

PowerPoint Advise

- Use Slide Master in the View tab to edit the slide design
- Use Check Accessibility in the Review tab
- Use the built-in Equation function in the Insert tab
- Use the Reading Order Pane in the Review tab for screen readers
- If using images for equations, create a customised alt text to make it screen readable.

Figures

- Add alt text to images or mark them as decorative.
- Alt text should be:
 - Brief, clear and accurate
 - Don't include text such as "figure of ..."
 - Complex images should have an alt text and a long description.