

Presenter Guidelines

POWERPOINT PRESENTATION FORMAT

Please note that all MCEC meeting rooms are equipped with **16:9 aspect ratio (widescreen)** screens. Before creating your presentation check that the slide size is set to 16:9 ratio. This is to ensure your PowerPoint presentation looks its best and fills the entire screen.



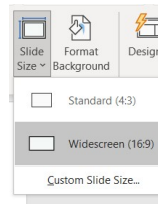
16:9 ratio presentation on 16:9 screen



4:3 ratio presentation on 16:9 screen

To change the slide size:

1. Select the **Design** tab of the toolbar ribbon.
2. Select **Slide Size** near the **far-right end** of the toolbar.
3. Select **Widescreen (16:9)**.



When saving your PowerPoint presentation ensure you save all associated files with it. Place all the fonts and files you have linked to your presentation in the one folder, which can then be transferred to USB or laptop for transport.

It is highly recommended that all files are downloaded and embedded into your presentation prior to coming onsite. Where possible, do not use internet links or YouTube.

Embedded media files

Preferred formats for embedding media files into presentations are:

Video: .mp4, .wmv, .mpg, .avi

- 16:9 widescreen aspect ratio
- 1920x1080 resolution (1080p)
- Export videos in H.264 codec at 50fps (frames per second)

Audio: .mp3, .mp4, .wav

Images: .jpeg, .png, .gif, .bmp

- 1920x1080 resolution (1080p)

Embedded fonts

Please also embed fonts in your presentation by navigating to File > Options, then select Save.

At the bottom of the window, check “Embed fonts in the file”, then “Embed all characters”.

