

POWERPOINT INSTRUCTIONS

NCCHC asks that PowerPoint presentations be submitted by May 27 so that we can include them in the conference materials that will be distributed to all conference presenters and delegates on site. PowerPoint presentations will be printed on CD-ROM to be distributed to conference attendees. Below is a list of helpful suggestions to assist you in preparing and submitting your materials:

- Email is the preferred method for receiving all PowerPoint presentations.
- Presentation Tip: In preparing your materials for the conference, please be sure to include your three learning objectives that were submitted with your presentation abstract. Also, please be consistent with your brochure session description.
- For all PowerPoint presentations: Title should be 40pt, bullet points should be 32pt and please include no more than 4 bullet points per page to insure that the information is legible on the screen and in the documentation digital file.
- Please be sure to include YOUR NAME in the PowerPoint file name. (For example, johnsmithWRG.ppt) This is extremely helpful both for the conference literature as well as smooth transitions at the podium during the conference.
- Presenters are encouraged to include copies of any graphs, charts or other visuals that will be displayed on the LCD projector during the presentation.
- We encourage bringing loose handouts if you are unable to submit your presentation.
- We recommend leaving 5-10 minutes at the end of your presentation for questions.
- If the presentation has an embedded video or requires sound please let me know in advance of your presentation.
- All presenters are required to bring their own laptop and we suggest speakers to bring a copy of their presentation to the conference either on a CD or flash drive as a backup.
- If you choose to update your presentation after the submission date, NCCHC can send out a post-conference email to all attendees giving them access to updated materials.

Angie Silberhorn, CMP, Director of Meetings & Education
education@ncchc.org, (773) 880-1460