

Presentation Guidelines

- Please find (with the assistance of Centre for Recreation Research staff at the registration desk) your session chair and introduce yourself.
- Oral presentation will be 15 minutes with 5 minutes for questions. It is essential to adhere to time limits. Session chairs will be responsible for time keeping.
- Computers (Apple and PC compatible) and data projector will be made available. Although our computers should be able to recognize the most common and recent Microsoft and Mac file formats, we encourage participants to ensure their presentations are saved as Microsoft 2007-compatible files.
- Please send your electronic presentation via email to recreation.research@otago.ac.nz as soon as possible, and no later than **16th March**, to ensure your presentation is uploaded properly and in a timely fashion. If this is not possible, please bring your USB or CD electronic presentation to the registration desk for upload. Please note it is your responsibility to ensure your presentation is uploaded in time for your session start.



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- Some presentations may have content that links to a file on your personal computer (e.g. to a movie or sound file), rather than embedding them. This can occur regardless of whether you are using a Mac or Windows computer. If you are unsure if your content is embedded or not, one quick way to check is to put the file on a USB drive and try to play it on another computer.
- If you have any questions or concerns about file format or any other matter, do not hesitate to contact us.
- Here are some general suggestions for superior PowerPoint presentations (retrieved from the Colorado University website):
 - Computer presentations should not contain full paragraphs of text. Use a bulleted list or outline format and elaborate on the points in your talk.
 - Every slide should contain a title that summarizes the information presented on the slide.
 - Use large fonts, as big as realistically possible. Small fonts are hard to read. Along the same lines, don't put more than a few lines of text on a slide.
 - Use contrasting colors: either a dark background with light text or a light background with dark text.
 - Avoid busy backgrounds that will make the text hard to read. Keep the background simple.



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