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Preparing a Slide Presentation for ANTEC®

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Timing

Each speaker is allocated a 30 minute time slot

- 22 minutes for presentation including Moderator introduction
- 5 minutes for questions and answers
- 3 minutes for attendees to change rooms

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Topics

- Slide Format
- Transitions Slides
- Graphs
- Diagrams
- Tables
- Equations
- Photographs
- Content
- Tips
- Summary

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Slide Format

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Background for Slides

Use a dark or white background, such as shown here.

This will allow for a high level of contrast for your content.

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Text Font and Color

Use the largest size fonts that fit within the space on the slide.

Use bold font styles.

Black and dark blue font colors are recommended.

Text Font and Color

Never use red on a blue background or yellow on a white background.

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Text Font and Color

Remember that many in the audience will not have perfect vision and some will be color blind.

Plan for a large presentation room. Use large bold fonts that will be visible from all parts of a large room.

Text Font and Color

An example of poor font style

An example of poor font size

An example of poor font color

An example of poor font color

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Company Affiliation

Do *NOT* place your company name or logo on the footer or header of the slides (Technical Presentations).

Company names and logos are only to be on the first slide.

Reference to any specific commercial item is to be made generic for the rest of the slides.

Commercialism

To say the least, it is very poor etiquette to deliver a "sales pitch" on the pretext of a technical presentation.

Transition Slides

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Transition Slides

Transition slides like the previous slide provide a great way to inform the audience of a topic change.

Use to keep your audience focused.

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Graphs

Graphs

Convey numerical information with the minimum amount of detail.

Make graphs large enough to be *easily* seen anywhere in the room.

Graphs

Instead of a data legend consider using text labels.

Use bold type and large symbols.

Graphs

Use different line patterns, line thicknesses, and symbols to distinguish data.

Example of a Poor Graph

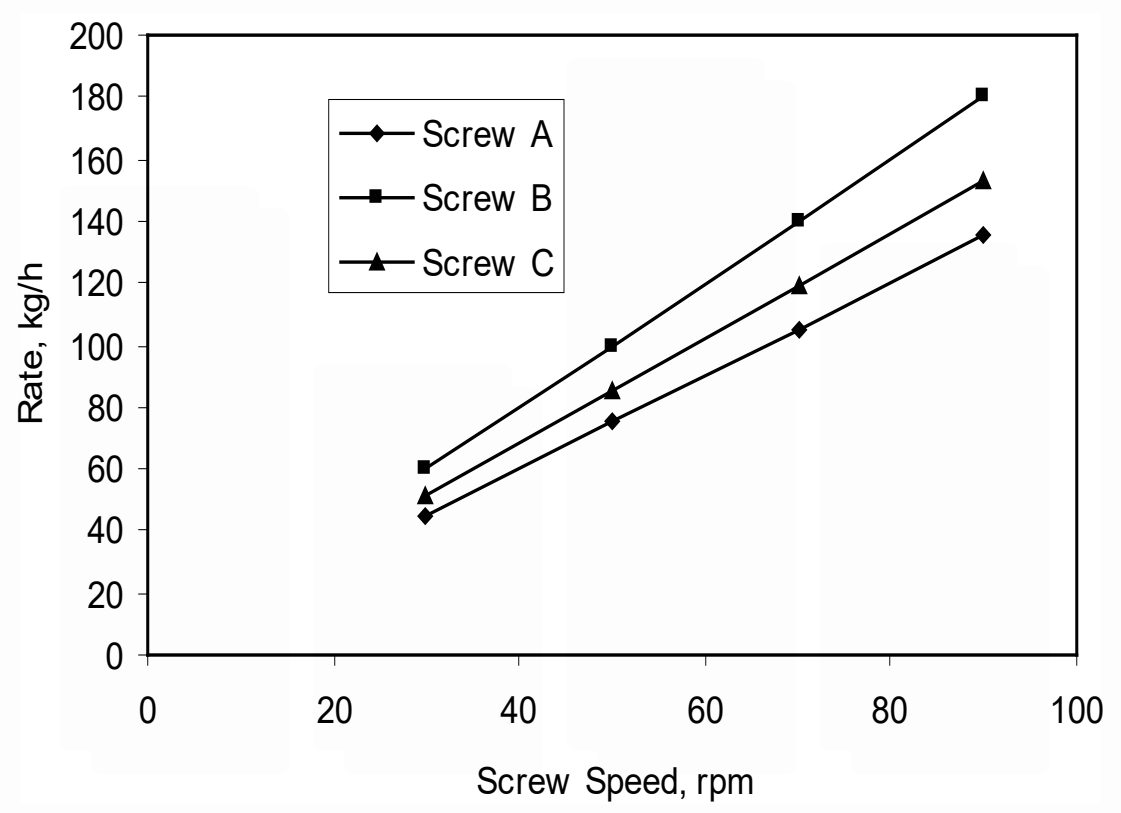
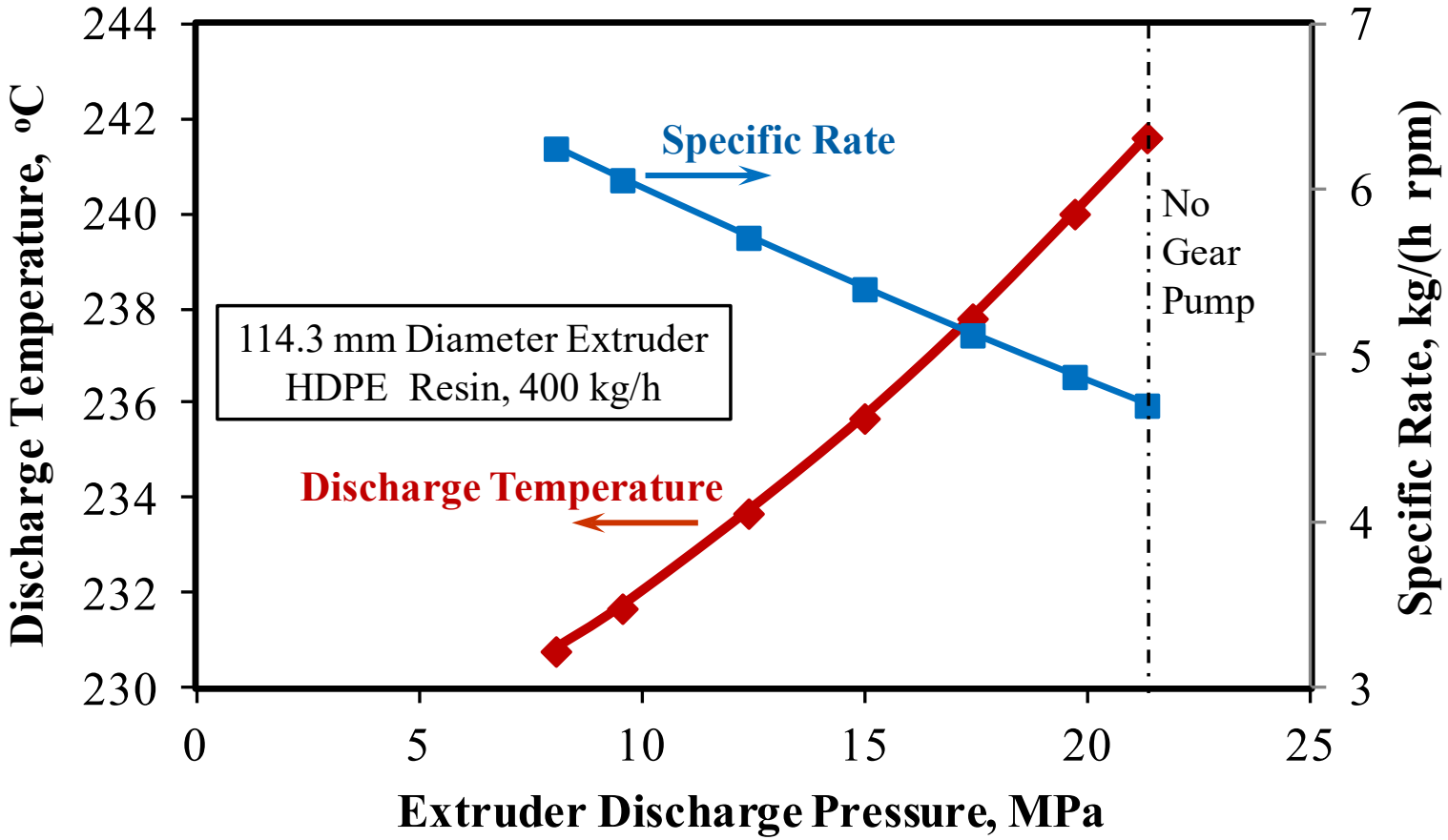


Figure 4. Extrusion rate for three screws.

Example of a Good Graph



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Diagrams

Diagrams

Diagrams are excellent for clearly showing the pertinent details of the object of discussion.

Diagrams

Leave plenty of time in your presentation for the audience to become familiar with your diagram.

Over a minute is not too long.

Example of a Poor Diagram

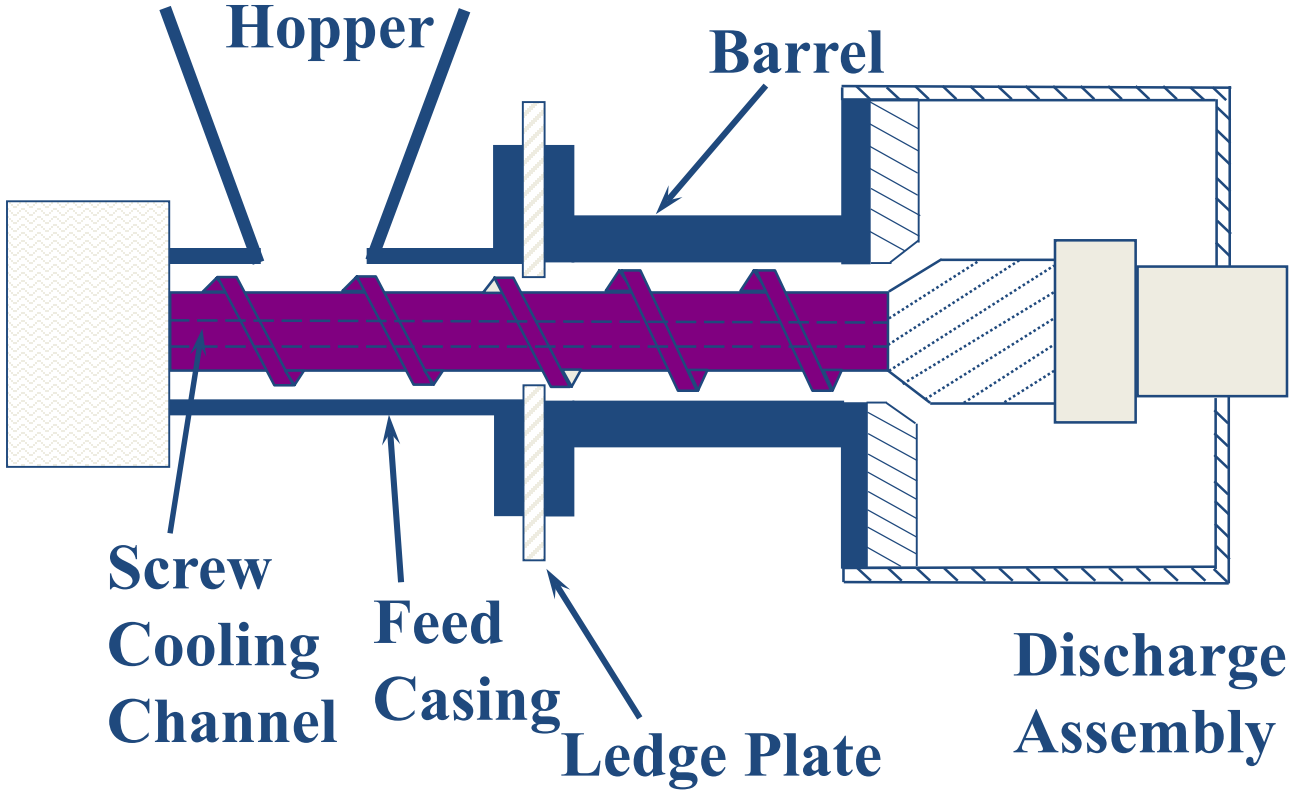
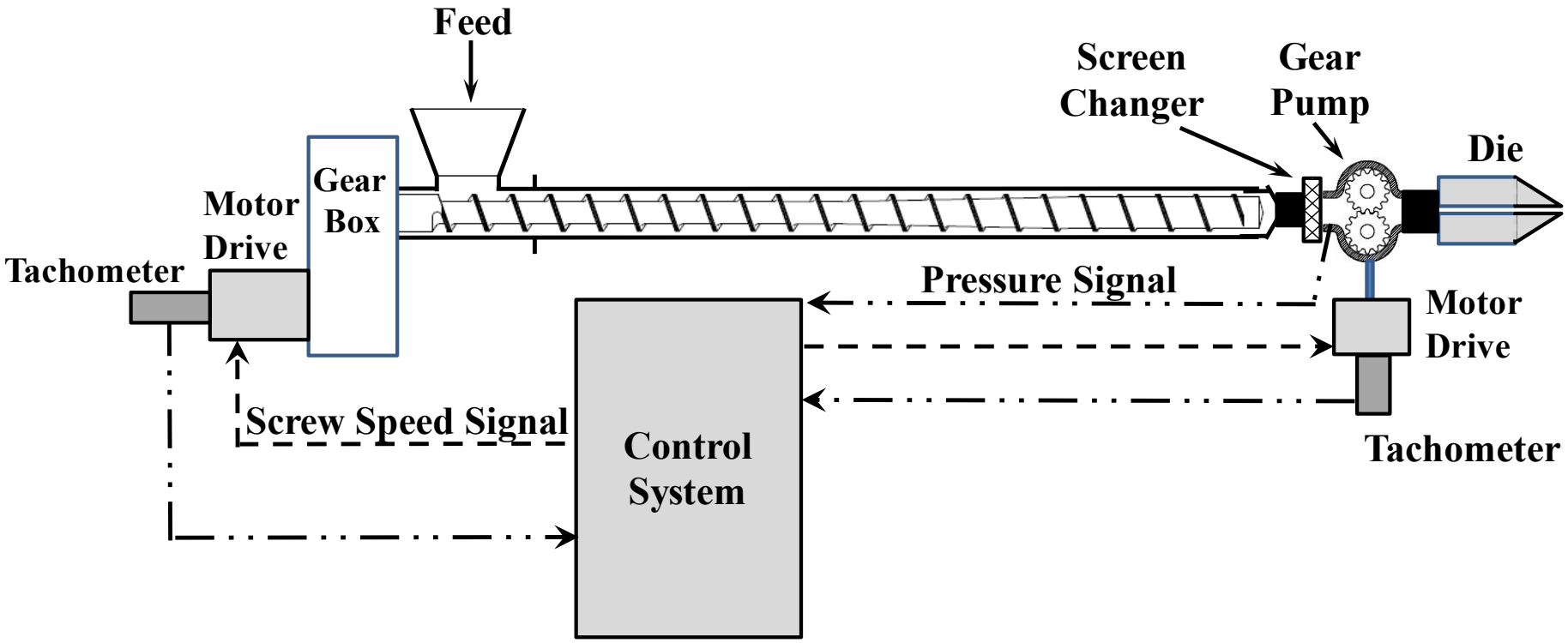


Figure 3. Schematic of the solids conveying device with the ledge plate installed.

Example of a Good Diagram



Tables

Tables

Tables should be used for information that is not suitable for a graph.

Example of a Table

Table 1. Customer process improvements obtained via screw design and process optimization.

	Rate Increase	Discharge Temperature	Gels Mitigated
Pipe	30%	11°C ↓	-
Blown Film	18%	24°C ↓	-
Coex Cast Film	-	-	Yes
Coex Blown Film	36%	11°C ↓	-

Equations

Equations

Use equations to illustrate physical phenomena and graph them if possible.

Use only commonly accepted nomenclature.

Equations

Refer to your paper for complicated mathematical developments.

Equations must never demonstrate an exercise in algebra.

Equations
Poor Example

$$\frac{d\phi}{d\rho} = -m\left(\frac{2+s}{2h^{s+2}}\right)^{n}(-h)^{n}\rho^{n}$$

$$\phi = \phi_a + m\frac{(2+s)^{n}(-h)^{n}\mathrm{P}^{(1+n)}}{2^{n}(n+1)h^{1+2n}}\left[1-\left(\frac{\rho}{\mathrm{P}}\right)^{1+n}\right]$$

$$F_N = m\pi\frac{(2+s)^{n}(-h)^{n}\mathrm{P}^{3+n}}{2^{n}(3+n)h^{1+2n}}$$

Equations
Good Example

$$\eta = K\dot{\gamma}^{n-1}$$

where η *is* the viscosity, $\dot{\gamma}$ is the shear rate, and *n* and *K* are constants.

Equations

Assumptions and conditions that make your equations accurately capture the essence of a process (with results) will be much more useful to a general ANTEC audience rather than a complex mathematical development.

Photographs

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Photographs

Photos should be:

- uncluttered,
- well focused, and
- well lighted.

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Photographs

Ideally, the subject should be isolated against a plain background.

If not, the subject should be obvious and distinct.

Photographs

Sometimes it is appropriate to use a familiar object (e.g., a ruler) in a photograph to establish dimensional scale.

Photographs

Labeling (e.g., with balloons or arrows) is recommended to point out important aspects of the subject.

Photographs - Good Example

Single-Screw Extruder

Content

Content

Keep the content of the slides
close to the content of the paper.

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Content

The best presentations generally teach the audience an important and *useful* aspect of your topic.

Provide *useful* conclusions and recommendations that are backed by quality data.

Content

State the goals of the presentation at the start of the talk.

Slide titles should follow the paper sections.

Introduction
Materials
Equipment
Results
Conclusions (or Summary)

Content

Present the *minimum* amount of information on the slides needed to *introduce* and *outline* your ideas to the audience.

The details of the work should be in the paper.

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Tips

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Tips

No more than three key sentences or statements are typically on a good single slide.

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Tips - Slang

Slang words are not appropriate for technical presentations.

Slang words can mislead the audience.

They create difficulties for our non-US colleagues.

Tips - Slang

Slang The temperature of the first barrel zone was *dropped* to 230°C.

Correct The temperature of the first barrel zone was *decreased* to 230°C.

Tips - Abbreviations

Use only standard abbreviations.

Do not use numerous abbreviations.

Tips – Poor Abbreviations Example

"The super-duper plasticating extruder (SDPE) is shown by Figure 6. This SDPE worked well for LDPE."

The audience will quickly loose interest if they need to learn and translate numerous abbreviations.

Tips – Good Abbreviations Example

"The low density polyethylene (LDPE) resin used had a melt index (MI) of 2 dg/min. The comparative LDPE resin had an MI of 3 dg/min."

Summary

Large font, large font, large font

Bold font

Use high contrast colors on a white background

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Summary

Graphs for numerical results

Tables for data that are difficult to graph

Diagrams of equipment

Clear labeled photographs

Summary

Minimal number of equations

Common nomenclature and abbreviations

Limited number of abbreviations

Summary

A well done presentation will be an enjoyable, rewarding, and a lasting professional moment.

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