

# GUIDELINES FOR ELECTRONIC SLIDES

## *Disclosure Slide*

- Speakers must disclose financial relationships with commercial and non-commercial entities, including tobacco entities with a slide at the start of their presentation
- A disclosure slide template may be found at [www.thoracic.org/go/2012resources](http://www.thoracic.org/go/2012resources)

## *Preparing the Slides*

### **Slide Content:**

- Do not use industry logos or brand names

### **Text Color:**

- Use a light text on a dark background
- Avoid using too many colors
- Avoid using colors that clash

### **Avoid Overcrowding:**

- Use no more than 7 words in width and 7 lines in height
- Use key words instead of whole sentences
- Limit information to a single point
- Use simple graphs with a limited number of captions

### **Text Font:**

- Choose a font that is easy to read
- Do not use italics
- Do not use script type
- Do not use decorative type
- Do not use ALL CAPS

### **Graphs:**

- Limit bar graphs to 7 bars
- Limit pie graphs to 7 wedges and place labels outside the pie
- Limit line graphs to 2-3 lines and use simple scales

### **Acceptable electronic formats:**

- PowerPoint (.ppt)
- Adobe Acrobat (.pdf)
- Flash (.swf)

## *Uploading Your Slides*

Speakers should upload their slides prior to the Conference

- Go to <https://cms.psav.com/ats2012/online>
- Log in using username and password provided by PSAV
- Pre-Conference upload will be available through May 16, 2012

Review slides in the Speaker AV Preview Room Prior to Session. You may do this at either location listed below:

1. Room 120 (North Building, Lower Level), Moscone Center
  2. Room 2000 (West Building, Level 2), Moscone Center
- Visit the Preview Room at least 2 hours before the start of your session