

American Thoracic Society

International Conference

Slide Guidelines

Format

Acceptable electronic formats:

- PowerPoint (.ppt, .pptx)
- Adobe Acrobat (.pdf)

Size:

- Widescreen (16:9) format

Guidelines for presenters using:

- **Microsoft Windows**
- [Office PowerPoint 2010](#)
- [Office PowerPoint 2013](#)

Apple Macintosh OSX

- [Apple Keynote 6.5](#)

Preparing the Slides

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

Text Color:

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

Slide Content:

- Do not use industry logos or brand names

Uploads Your Slides

Speakers should upload their slides prior to the Conference

- Go to <https://cms.psav.com/ats2018>
- Log in using username and password provided by PSAV
- Pre-Conference upload will be available through **May 9, 2018**.
- Review slides in the Speaker Ready Room at least 4 hours prior to session.
- Speaker Ready Room is located in Room 24 A (Upper Level), San Diego Convention Center.