American Thoracic Society

International Conference

Slide Guidelines

**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

**FORMAT**

Acceptable electronic formats:
- PowerPoint (.ppt, .pptx)
- Adobe Acrobat (.pdf)

Size:
- Widescreen (16:9) format

**GUIDELINES FOR PRESENTERS USING**

Microsoft Windows

**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

**UPLOADING YOUR SLIDES**

Speakers should upload their slides prior to the Conference
- Go to [https://cms.psav.com/ats2016](https://cms.psav.com/ats2016)
- Log in using username and password provided by PSAV
- Pre-Conference upload will be available through May 11, 2016.

Review slides in the Speaker Ready Room at least 2 hours prior to session.
You may do this at:
- Room 120 (North Building, Street Level) Moscone Center
- Room 2000 (West Building, Level 2) Moscone Center