

Tips for Preparing Effective Visual Aids

General Information

1. **You must include the Conflict of Interest disclaimer as your first slide after your title slide in your handouts and slide presentation to keep up with ANCC requirements.** You can download this slide from the online presenter resource center at <http://www.orthonurse.org/CEC/SpeakerResourceCenter/CurrentSpeakerResources/tabid/295/Default.aspx>.
2. **On your second slide please re-iterate your objectives for the session.**
3. Design images so that information to be presented is centered on the image area of the screen. Make letters and numbers as large as possible so they are visible to attendees farthest from the screen.
4. For average back-row viewing distances, larger letter height is advised. Use a maximum of 5-6 words per line and a maximum of 4 lines of copy per slide. For optimum effect, use 10 or fewer words on a slide. Use strong, bold, sans serif typefaces (such as **Arial**) for reading ease.
5. Avoid using all upper case. Provide ample spacing between words and letters.
6. Word choice should be simple. Use active words, short sentences. Projected images should reinforce spoken words.
7. Visuals should be crisp and dynamic. Use illustrations and drawings whenever possible. In fact, it's better to only use graphs, photos, diagrams, etc... in your visual presentation.
8. Make good use of color contrast. The background should be a dark blue, black, or brown. Letters and pictures should be white, yellow, or light to medium red.
9. All images must be in a HORIZONTAL or LANDSCAPE format. This allows for a maximum size.
10. Start and end with a solid black screen so that you won't shock the audience with blinding white light.
11. Rehearse your presentation. NAON's Presenter Ready Room is available for this purpose.
12. Due to the size of the rooms at this conference, use of overhead projectors and transparencies is NOT recommended.

NAON will provide a projector and cables; however, due to licensing restrictions, **you must provide your own computer and software**. If you have questions, please contact Katie DenHollander at the NAON National Office. Please complete the section on the Audio-Visual Equipment Information and Request Form with regard to computer specifications.

Standard AV set-up

All rooms are equipped with one podium microphone and one lapel microphone. Rooms are set in theater style. There will be a head table and podium on the stage. We cannot guarantee the position of the screen in relation to the podium.

Policy reminder: It is NOT NAON policy to reimburse presenters for the cost of producing any audio-visual material such as slides, videos, CDs, etc., or handout materials not included in the Final Program.