1. **PowerPoint and other presentations.**
   We can webcast PowerPoint and other presentations. Most presenters use PowerPoint but we also have the option of using computer screen demonstrations, iPads, or any other presentation option with a VGA feed. Please let us know at least one week in advance whether you will be using a PowerPoint or other form of presentation.

2. **PowerPoint slides should be easy to read.**
   Remember the main goal of the graphic aid is to assist in learning. Therefore, it must be relatively easy to see, read, and comprehend. For the webcasts, be aware that your PowerPoint will appear in a smaller window. Err on the side of caution by using more slides with less information per slide (in a large typeface) to ensure that viewers will be able to easily read your PowerPoint.

3. **Guidelines regarding text.**
   Text must be large and easy to read. As a general rule, less is better. **Font size should be at least 20 pts in PowerPoint. Using sans-serif fonts is recommended.** Please avoid decorative fonts as they tend to be difficult to read.

4. **Maximize the color contrast between text and background.**

5. **Send in your PowerPoint one week before the webcast.**
   It is very important that we get your presentation at least one week beforehand, so it can be posted on the website. If you are not providing a PowerPoint, please let us know.

6. **No need to bring a laptop.**
   We will have a separate, dedicated Windows compatible laptop for your use during the webcast. If you would like to use your own laptop, it must have a VGA output. Please let us know in advance if you intend to use your own laptop.