2024 Guidelines for Overhead Projection at Regional Meetings

Format
- preferred format is PowerPoint 2010 or newer (pptx extension), if you are using either an older or newer version your slides may not project the way you set them up. Apple Mac users may submit Keynote presentations if they wish.
- use widescreen (16:9) ration for slide size. (Please **note** this new requirement).

Font
- please use **Tahoma 44pt** for words - this may mean more slides than you anticipated, but a larger font makes it easier for the audience to read.
- keep the font as consistent as possible throughout the presentation.
- the easiest colour to see in a well-lit space is either white or yellow on a black background.

Background
- best if the slide background is black or dark because there will be lights on during almost all presentations and the light reflects off of a white or very light background.
- keep the background as consistent as possible throughout the presentation.
- avoid blue whenever possible—it is more difficult to see.

Content
- put a minimal amount of content on each slide e.g. one verse of a song, or if the verse is long only half the verse.
- when asking the audience to read along with the slides, keep the starting point of your text at the same place for each slide.
- material at the very bottom and very top of the screen can be difficult to read.
- where possible, material should be slightly below the top of the slide.
- if people will be standing while they are reading your slide, only use the top half of the slide.
- please proofread material – errors seem to stand out more than usual when they are projected large on a screen.
- in planning a presentation, the information on the screen should be a summary of what you will say, not your whole text.

Variety
- keep in mind that people like human interaction – this might mean using overhead projections as a way to enhance the oral presentation being given by people rather than to replace the people.
- vary the content of overall presentations as much as possible.

Pictures
- fewer pictures on the screen at one time is best – because of the bright lights that we have to leave on in most facilities, pictures tend to wash out somewhat on the screens and will be more easily seen if there aren't a lot of them on the screen at one time.
- dark pictures show up better - the brightness can be adjusted using the picture tools.
- if you want the picture to fill the entire screen, click "format background" on your slide, choose "fill" and select the picture file you want to use.
- some pictures from the internet are copyrighted - please use clip art photos or photos you have permission to use.

Announcements
- if you wish to prepare an announcement ahead of time to be shown at the meeting, prepare a **one**–slide PowerPoint announcement following the above guidelines for each announcement.
- all announcements must be approved by the person in charge of the overheads.
- all announcements will be directly related to activities at the annual meeting or to upcoming Regional Council events i.e. no announcements about pastoral charge events, business advertising, etc.
- simple announcements will still be created by the overhead people at the meeting.

Submission of material
- please submit material by **May 31, 2024**. If this poses any difficulty, contact Don Kindopp at (306) 461-6723.
- If you are sending materials electronically, e-mail them to Don Kindopp at donkindopp@icloud.com. Please indicate an email address or phone number in your email so you may be contacted if there are any issues.
- The file(s) sent may be compressed or zipped if you wish.

   Those responsible for this task as named by the Regional Council Meeting Planning Committee reserve the right to make changes to format, not content, as needed and appropriate.

Regional Council version approved
Living Skies Regional Council Executive
February 2023
Updated: March 2024