WSBA CLE Presenter Guidelines

PowerPoint® Guidelines

WSBA staff will upload your PowerPoint® in advance to the On24 platform, so screensharing is not necessary. You will be able to practice using a PowerPoint®, including slide notes and polls (if using), during your On24 training with your WSBA Education Programs Lead.

If a PowerPoint® is the only written material for your session, it must be substantive enough to stand alone as the sole course materials, and attendees will be provided a copy of the presentation in PDF form.

WSBA reserves the right to edit PowerPoint® presentations for accessibility/readability.

Due Date:

4 weeks prior to the seminar.

Size:

The PowerPoint® slide size must be 16:9. You can change this via the "Design" tab.

Suggested Fonts:

Title/Header fonts (36-44 pt.): Arial Black, Helvetica, Verdana

Content fonts (24-32 pt.): Arial Black, Calibri, Tahoma, Verdana

Contrast and colors:

Choose high contrasting colors for your text and the background of your slide. Some colors, like yellow, are hard to read on either background. Please see the last page of this document for an example of an easy-to-read PowerPoint® slide.

Images and videos:

Without express reprint permission, *all images and videos will be deleted* after the live presentation and will not be retained for the on-demand version of the seminar.

If you are incorporating an image or video that is integral to your presentation, then you will need to request reprint permission. If this is the case, contact your WSBA Education Programs Lead immediately to assist you requesting reprint permission.

Please see the "Using Images and Videos" document for more details on permissions and accepted file formats.

Slide Notes (optional):

If your PowerPoint® includes slide notes, they will be uploaded to On24 (online platform) along with your presentation. While your presentation slides will be visible to all (including attendees), slide notes will only be visible to presenters and WSBA staff.

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Using Audience Polls (optional):

Please see the "Using Audience Polls" document.

Effective PowerPoint® Layout Example