

## **Policy Standards for PowerPoint® Presentations using HCTV Equipment**

HCTV will accept Microsoft PowerPoint® presentation for use in public meetings subject to the following guidelines:

- Deliver the presentation on either floppy disk or CD to HCTV at least 24 hours prior to the event to the Cable Facilitator or to the Chair Person of the Cable Utility Committee.
- Printed copies of all slides to be shown, either in presentation format or handout format shall accompany the floppy disk or CD. This is necessary so that the computer operator can monitor the presentation in the event that slides do not change automatically.
- The equipment of HCTV works best with Office programs issued after 2000. HCTV uses Office 2003. The use of earlier versions of PowerPoint® may result in inserted objects, pictures, tables and text boxes not being displayed by the program.
- Disk and CD's will be available for return at the request of the presenter, within 24 hours of the presentation
- Recommendations for Presentations:
  - Font Size on slides should be greater than 24 points and preferably in bold print (This is necessary for the audience to be able to read the screen at a distance.)
  - Limit the use of animations in your slides such as sliding lines, sounds, or any factor that requires the use of the enter key to complete the slide presentation.
  - Contrasting colors make a better presentation for audiences. It is suggested that colors listed below may improve the readability of the presentation:
    - Black on White
    - White on Blue
    - White on Red
  - Minimal use of slide design is suggested and the use of embedded objects is discouraged