



# 18th Symposium of Australian Gastronomy The Federation of Taste

Friday 13 May - Monday 16 May 2011

[www.gastronomers.org](http://www.gastronomers.org)

***Old Parliament House, Canberra ACT***

## ***PowerPoint Style Guide slide presentations***

**For clarity of vision on slides please use this guide:**

**Font:** Use Arial for preference or another sans-serif style. Please do not use serif styles like Times New Roman.

**Size:** Minimum 28 points or larger (This may look large but it will ensure clarity for readers)

### **Slide Content:**

Keep your lines to a minimum. Make brief key statements not complex points with a maximum of 4 to 5 bullet points or lines of text which are large enough to take up the majority of white space. If slides are too busy it will distract from the presentation.

### **Numbering slides:**

This will help you to follow the presentation as you can then insert the numbers

**Images:** We encourage you to use relevant images to illustrate your presentation

### **Rehearsal:**

Rehearse your presentation with your slides to ensure continuity, congruity and time lines

### **Submit your PowerPoint Presentation:**

Please submit your PowerPoint presentation to the organisers by Friday 13th April 2011 so that they can be preloaded to assist smooth flow of the Symposium.