

# **DRAFT GUIDELINES FOR PROJECT POWERPOINT PRESENTATION**

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## **Presentation Layout**

- 1. Title Slide -(Slide 1)**
- 2. Contents - (Slide 2)**
- 3. Project Objectives - (Upto 2 Slides)**
- 4. Introduction to the Problem (Upto 3 slides)**
- 5. Background (Upto 3 slides)**
- 6. Methodology (Upto 5 slides)**
- 7. Results and Findings (Upto 10 Slides)**
- 8. Conclusion and Future Work (Upto 3 slides)**
- 9. References (Upto 3 slides)**
- 10. Q & A (1-Slide)**
- 11. Thank You (1-Slide)**

**The following points should be strictly followed while preparing Project Presentation**

- **Presentation should be short, to the point, include only keywords and phrases for visual reinforcement (Avoid Long and Unnecessary text)**
- **Text and Images should be placed within 95% of the Powerpoint slide**
- **Maintain Frame continuity throughout presentation**
- **Heading, Subheadings and Logos should show up in the same spot on each slide**
- **Margins, font, font size and colors should be consistent**
- **Lines, boxes, borders and open spaces should also be consistent**
- **Font style should be readable**
  - **Recommended Fonts: Arial, Tahoma**
- **Font size should be larger for better readability (32 point is recommended)**
- **Use same background on each slide**
- **Use illustrations only when needed**
- **Limit each idea to one slide**
- **Use bullet points to cover components of each idea**