

# Recommendations for Preparing Presentation Materials for the 2012 National STD Prevention Conference

**Division of STD Prevention**  
NCHHSTP, CDC

# Oral Presentations

## PowerPoint presentations

- ❑ **Background – dark (blue is the standard)**
- ❑ **Title**
  - Font: sans-serif (like this one: Arial) having no bars at the ends of the letters.
  - Font size: 36 points, bold
  - Color: light or pale to contrast with the background (e.g., white or yellow)
- ❑ **Substance text**
  - Font: the same one used for the title
  - Font size: 24 or 28 points (use a uniform size for all substance text), non-bold
  - Color: light or pale to contrast with the background (white is the standard)
- ❑ **Recommended amount of text per slide**
  - 7-8 lines maximum
  - 25-40 words maximum

# Poster Presentations

- ❑ **Maximum size per poster (including banner if you use one): 36 inches high by 84 inches wide; should be legible from a minimum distance of three feet or one meter**
- ❑ **Background – light or dark**
- ❑ **Titles and headers**
  - Font: sans-serif (like this one, Arial) having no bars at the ends of the letters
  - Font size: at least 36 points, bold
  - Color: one that contrast well with the background
- ❑ **Substance text**
  - Font: the same one used for the title
  - Font size: at least 24 points, non-bold (try to use a uniform size for all substance text)
  - Color: one that contrasts well with the background