



(NOTE: Electronic Presentations are due at eesatinfo no later than October 1, 2005)

GUIDELINES FOR ELECTRONIC PRESENTATIONS

General

1. Although EESAT 2005 can accommodate overhead view-graph presentations, the Committee prefers that you present in electronic format. If you must use the view-graph format, please [notify us](#) in advance (no later than 10/1/05).
2. Presenters may not use their personal computers. EESAT will provide a PC for all presentations.
3. Because of the high volume of materials being presented, presenters are limited to 20 minutes. Time-keeping will be in effect.
4. All presentations must be tested by EESAT personnel to ensure adequate projection and then loaded on the EESAT 2005 computer prior to the conference.
5. Check with EESAT personnel to review your presentation on our equipment. A table will be set up at the Reception on Oct. 16th for this purpose.
6. On the day of your presentation, please report to the front of the conference room 15 min. prior to the beginning of the day's activities, for a very brief session to familiarize you with the audio/video equipment.

Designing Your Presentation

1. All presentations are limited to 20 minutes of presentation time. So, please plan carefully.
2. All presentations should be composed in *Microsoft PowerPoint*.
3. EESAT is expecting approximately 150 attendees; so please consider how your presentation will project onto a screen in a large room with only dimmed lights.

EESAT recommends that presenters follow the Microsoft presentation design suggestions listed in the HELP menu of PowerPoint. For example:

- Try to avoid using dark backgrounds for your slides.
 - Avoid using strongly contrasting colors for fonts and backgrounds.
 - Pastel colors, especially for fonts and diagrams, do not project or print well.
 - More than 5 bullets on a slide sometimes reduces the effectiveness of a presentation.
3. NOTE: Be especially cautious about inserting special formats such as audio and video. Such presentations do not always function correctly on some equipment; therefore, they must be tested in advance on the EESAT equipment. Plan ahead and submit your presentation accordingly.

Submitting Your Presentation

1. EESAT 2005 must receive your presentation by October 1, 2005, in order to review it for proper projection.
2. If your presentation is less than 40 megabytes, send your presentation by email to [eesatinfo](#) no later than October 1, 2005.
3. If your presentation is more than 40 megabytes, please record it to a CD and mail the CD in time for us to receive it by October 1, 2005. Mail the CD to:

Sandia National Laboratories / EESAT 2005, 1515 Eubank Blvd. S.E., MS0710,
Albuquerque, New Mexico, USA 87123