

# ASTRO Best Practices in Presentation Design and Delivery

## Presentation Design:

### Best Practices in Presentation Design

**Font:** Size 22 points and up, sanserif, plain. Up to two colors.

**Color:** Good contrast between background and text. (Avoid red/green or red/blue combinations.)

- **Background color:** neutral, one-colored, light/dark.
- **Text color:** dark text with light background or light text on a dark background.

**Slide deck:** Numbered slides with consistent color, font, and navigation across. Simple/avoid slide transitions.

### Visual Layout

- Balance: components aligned.
- Max of two visuals per slide.
- Spread out content across slides.
- Safe image formats: PNG, GIF.
- Focal points – use narrative to explain the image.
- Include a summary slide.
- Include contact information and references.

#### Risk of Lymph Node Metastases

| Stage | Pelvic LN | PA LN |
|-------|-----------|-------|
| IA1   | <1%       |       |
| IA2   | 6-7%      | <3%   |
| IB    | 15%       | 10%   |
| IIB   | 30%       | 20%   |
| III   | 45%       | 30%   |

2020 ASTRO ANNUAL REFRESHER COURSE • MARCH 20-22, 2020 • THE RITZ-CARLTON • NEW ORLEANS #refresher20

# ASTRO Best Practices in Presentation Design and Delivery

## Presentation Delivery:

- Start by familiarizing yourself with the PowerPoint or Keynote technical guide.
- Your microphone will pick up any noises around you. Try to eliminate any background noises and mute any telephones or other devices so they will not provide a distraction during the talk.
  - We highly recommend using a USB headset during your presentation. The microphone will be placed close to your mouth so that background noise is greatly reduced compared to your computers built-in microphone.
- Practice out loud before recording your presentation.
  - Build in natural pauses to allow the audience a moment to interpret an important point before continuing.
  - Remember to pace yourself and breathe.
  - Be sure to enunciate, keeping your voice energetic.
  - Refer to the content on slide. Do not rush or read directly from notes.
  - Increase or decrease the volume of your voice for emphasis.
- Remember your content is key and your presentation should be engaging.
- Consider the 10-second rule: the audience should be able to grasp/comprehend a slide content within ten seconds.
- Timing: one to two minutes per slide. Based on total presentation time allowed and amount of content included, speed up or slow down through slides.
- If the information can be delivered without a visual aid, record yourself on camera only to deliver your message/ the data.
- Keep a glass of water nearby and take a drink during a natural pause in your talk if your throat becomes dry.