Recommendations for Creating and Presenting a Successful PowerPoint Presentation

- Internal HHC presenters should use the PowerPoint templates found on the HHC Intranet in Resources or https://intranet.hartfordhealthcare.org/organizations-departments/system-support-office/by-department/planning-marketing/resources-tools/branding-toolkit/templates
- If the presentation is for a CME program
  - Slide 2 MUST be a list of your financial disclosures (or the lack thereof)
  - Slide 3 MUST list your learning objectives
- Plan 1-3 slides per minute
- 1 message per slide
- Keep it simple … avoid text-heavy slides
  - Small font sizes and too much information on one slide makes for busy and unreadable content
  - Allow for plenty of "negative space" (or empty areas) on your slides
  - Use key words and phrases instead of full sentences
  - Avoid wordiness and jargon
    - Experts recommend no more than 5-7 lines of text per slide
- Use images, charts, graphs, videos or anything else visual to break up the monotony of words
  - Occasional use of a well-placed, professional-appearing animation or graphic can increase interest
  - The use of a chart sharing the data is more powerful than text describing the data
  - Avoid overuse of distracting animations and graphics
- Presentations should be more than just a reading of the slides
  - Slides should be the basic information on which the presenter elaborates
  - Use the "Notes" section of the PowerPoint to include additional information you may want to share with the audience, visible to only you on the presenting computer
    - Allows for more detail when you are planning to share your presentation as well
      - Using "Notes" and saving your presentation as a PDF, you can create a literal interactive e-book for your learners
- Increase the interactive component of your presentation through CloudCME or Poll Everywhere
  - Contact ContinuingEd@hhchealth.org for instructions on embedding slides
- Ensure that all multi-media content is operational on the presenting computer prior to the presentation
- Conclude with key messages of the presentation on the final slide