

CSAM-SMCA Presentation Guidelines for Speakers



CSAM-SMCA
2025 Scientific Conference

Include a Disclosure Slide

- If presenting research, data, or sponsorship affiliations, you must include a conflict of interest disclosure slide as the second slide in your presentation.
- Refer to this document as a guide for disclosures:
<https://www.cfpc.ca/coi-slide-template>
- If there are any disclosures, presenters must allow sufficient time on this slide to ensure attendees can clearly understand the information provided.

Use Large, Readable Fonts

- Minimum **24 pt** font for body text.
- **32+ pt** font for headings to ensure visibility.
- Stick to easy-to-read fonts like Arial, Calibri, or Montserrat.

One Key Point Per Slide

- Keep each slide focused on **one main idea** to maintain clarity and engagement.

Minimize Text on Slides

- Aim for **5-7 words per bullet point** to avoid overwhelming the audience.
- Use speaker notes for additional details instead of cramming slides with text.

Maintain Consistent Formatting

- Use a **uniform slide template** throughout your presentation.
- Keep font styles, colors, and sizes consistent.

Use High-Quality Images

- Ensure images are clear and relevant to your content.
- Maintain the correct aspect ratio to avoid distortion (do not stretch images).
- Use alt text for accessibility when necessary.

Graphs and Charts Should Be Simple & Readable

- Avoid overly complex data visualizations.
- Use contrasting colors for clarity (avoid red/green combinations for accessibility).
- Label all axes and data points clearly.
- Limit text on graphs—focus on key takeaways.

Tables Should Be Easy to Read

- Keep tables concise and avoid overcrowding with text.
- Use bold headers and shading to differentiate sections.

Ensure Proper Contrast for Readability

- Use dark text on light backgrounds or vice versa.
- Avoid distracting background images that make text hard to read.

Limit Use of Animations & Transitions

- Keep transitions simple and avoid excessive motion effects that can distract from the message.

General Guidelines for the Maximum Number of Slides Based on Presentation Length:

- **12-minute presentation:** 12–15 slides (approximately 1 slide per minute)
- **30-minute presentation:** 20–30 slides (allowing for discussions or pauses)
- **45-minute presentation:** 30–45 slides (keeping engagement in mind)
- **60-minute presentation:** 40–60 slides (ensuring a mix of visuals and content)

Best Practices for Determining Slide Length and Content Flow:

- **Aim for 1–2 minutes per slide** to allow time for explanation.
- **Use less text, more visuals** to keep engagement high.
- Factor in time for **Q&A, transitions, and audience interaction.**
- **Keep slides simple and uncluttered** to maintain audience focus.

A Step-by-Step Guide to Practicing a Slide Presentation and Measuring the Time Effectively:

1. Set Up Your Timer

- Use a stopwatch, phone timer, or PowerPoint's built-in timer to track your time.

2. Practice in Presentation Mode

- Open your slides in full-screen (Slideshow mode) to simulate the real presentation.

3. Speak Naturally

- Go through your slides as if presenting to an audience, speaking at a normal pace.

4. Time Each Slide

- Take note of how long you spend on each slide. Adjust if necessary.

5. Take Notes on Timing

- If you finish too quickly or run over time, adjust your content or pacing accordingly.

6. Practice Again

- Repeat the run-through 2–3 times to improve delivery and consistency.

7. Make Adjustments

- If too long, condense slides or shorten explanations.
- If too short, add supporting details or examples.

8. Final Practice with a Test Audience

- Present to a colleague, friend, or in front of a mirror to simulate real conditions.

Final Slide to Add to Your Presentation

- Include a QR code on your final slide to prompt attendees to complete a session evaluation.
- Encourage attendees to scan the code and share their feedback.
- To obtain your unique QR code, contact:
conference@csam-smca.org.
- Evaluation results may be shared with you and/or visible to attendees.

Test Your Presentation Beforehand

- Ensure slides display correctly on different devices and resolutions.
- Check all links, videos, and embedded content to confirm they work.

Would you like a quality check on your presentation before the CSAM-SMCA Conference?

Simply send it to
conference@csam-smca.org by **September
30th**, and we'll review it for you!



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