PowerPoint Presentation Guidelines for Committee Testimony

All General Assembly Senate and House committee hearing rooms allow for electronic presentation of materials as part of testimony in committee hearings. If you plan on using electronic materials, please check with the committee where you will be presenting to ensure they can accommodate your presentation. If you are presenting electronically we recommend the following.

- Use Font sizes in the range of 28 to 32 points. Anything smaller may not be readable.

- We recommend a **San Serif** font like **Arial**.

- Use a combination of upper and lower case. The combination generally makes it easier to read **THAN ALL UPPER CASE**.

- Use dark text on a white background.

- If you are going to use a chart or data table we recommend using one slide per. Line thickness should be set to 2 to 3 points.

- Keep the amount of information and images on a slide to a minimum to allow sufficient space for readability.

- Keep your slide transitions simple and consistent.

- Don't use animations or sound effects unless they are crucial to your presentation, they can be distracting.

- A dedicated computer will be available in each of the House and Senate standing committee hearing rooms. The maximum screen resolution is (1920 x 1080).

- Save your presentations to a USB flash drive or CD.

- Test run your presentation before the meeting to make sure everything was saved correctly.

- Create handouts in Word 2013 by using PowerPoint's **File | Export | Create Handouts** command or in PowerPoint using the **File | Settings | Print All Slides** option.

- Do come as early as possible, to make sure the equipment and your presentation are working well.