POMA CME Activities
Slide Design Guidelines and Best Practices

Presentation Tips
- Know your audience (95% will be DOs; most common specialties are family medicine and internal medicine)
- Arrive early – at least 45 minutes before your scheduled lecture time
- Leave time for Q&A (10 minutes)
- Do not read your presentation
- Be sure your presentation can be easily read

Required Slides
- Slide 1: Title Slide, including speaker’s name
- Slide 2: Disclosure slide
- Slide 3: Learning objectives
- Last Slide: 3-5 pearls for participants to implement in their practice

Slide Design Tips
- Background
  - Choose a simple theme or build your own from a blank template to minimize distraction
  - Branded slides are not permitted
- Color
  - Make sure the contrast between your background and foreground colors is easy to read
  - Light or white backgrounds with dark text are best for most lighting conditions and large rooms
  - Dark backgrounds with white or light text work in low light conditions
  - Three or few colors are best (including accent colors)
- Font
  - No more than two font styles should be used per slide
  - Sans serif fonts are much easier to read on a screen
- Graphics and Images
  - Choose simple, clean graphs
  - Avoid complex graphs that are difficult to read (three-dimensional, data-heavy)
  - Avoid using trademarked or copyrighted images without permission (i.e., Disney, Starbucks, etc.)
- Animations
  - Use sparingly, if at all
  - Use “Appear” and “Dissolve” slide transitions; avoid “flying” or “zooming”
  - Put links to videos in the center of the slide; preload prior to the start of the lecture; avoid weblinks when internet connection is unknown or limited

Content Best Practices
- Number of slides
  - Less is more
  - 1 ½ slides per minute (ex: 50 minute lecture equals 75 slides or less)
- Text
  - Title each slide
  - Text should be 18 points or larger
  - Minimize amount of text on each slide. Better to use two slides with less text than one slide that is unreadable
  - Use bullet points consistently and correctly
  - Limit number of bullet points to three or four per slide
  - Leave space between lines for easier reading
  - Use bold, italics, or color for emphasis on specific words, no underlining
- Avoid using all CAPS except in titles
- Define acronyms

**References**
- Site the sources of information, studies, data to give credit where it is due and to avoid the consequences of plagiarism
- Obtain the proper permissions to use copyrighted materials, including images, videos and music
- Include a bibliography slide for all resources/references
- Format references to commonly used and accepted styles including APA, MLA or Chicago style. [Google Scholar Citations](https://resources.library.lemoyne.edu/databases/google-scholar/citations) can generate a list of references by style.

**Example of Google Scholar Citation entry:**

From: [https://resources.library.lemoyne.edu/databases/google-scholar/citations](https://resources.library.lemoyne.edu/databases/google-scholar/citations)

**Sources:**
- [Schreyer Institute for Teaching Excellence](http://www.schreyerinstitute.psu.edu/pdf/Handouts_for_Powerpoint_BPs.pdf)
- [Worcester Polytechnic Institute](https://web.wpi.edu/Academics/ATC/Collaboratory/HowTo/PowerPoint/design.html)
- [National Institutes for Health: National Library of Medicine](https://www.ncbi.nlm.nih.gov/books/NBK7256/)
- [The Purdue Owl](https://owl.purdue.edu/)