

JANNAF Policy on Papers and Presentations

JANNAF policy requires that you submit both your paper and a Publication Clearance form **prior to** the meeting. JANNAF adheres to its policy of NO Paper, NO Publication Clearance, NO Podium. Clearance forms are also required for presentations that are part of a Workshop or Specialist Session. Please refer to the Publication Clearance Form for additional information and instructions for completing the form correctly. A distribution statement generator is available in the Author Information sections of the current meeting web site. Use of the Distribution Statement Generator will assure an adequate distribution statement that can simply be inserted in your paper and/or presentation. Limited guidance regarding Controlled Unclassified Information (CUI) markings can be found on the Publication Clearance Forms page of the current meeting web site, as well as on the form itself.

On the first presentation slide, include the distribution statement and – if applicable – export control warning, destruction notice, and CUI markings. Sponsor/contract acknowledgement may also be included on the first slide. If the presentation contains CUI, banner markings should be included on each page.

Creating an Effective Presentation

The use of electronic presentation materials is required. **Use of Microsoft PowerPoint 2007 (or higher) and/or Adobe Acrobat version X (or higher) software is strongly recommended.**

- **Fonts**

- Select sans-serif fonts such as Arial or Helvetica at 24 point or higher.
- Clearly label each slide. Use a larger font (35-45 points) or different color for the title.
- Use a single font for most of the presentation, varying the color, size and style for impact.
- For bullet points, use the 6 x 6 Rule—one thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Use dark text on light background.
- Do not use all caps except for titles.
- Embed all fonts used in equations, OR convert equations to JPG or GIF files and embed the image file(s) into the presentation (see page 2 instructions).

- **Graphics and Design**

- Keep the background consistent and subtle.
- When using charts or graphs, use only enough text to clearly label and explain the information presented.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics.
- Limit the number of graphics on each slide.
- Check all graphics on a projection screen before the actual presentation.
- Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.