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. Limited guidance regarding Controlled Unclassified Information (CUI) markings can be found on the Publication Clearance Forms section 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.

- **Color**
  - º Limit the number of colors on a single slide.
  - º Bright colors make small objects and thin lines stand out. Use dark colors for text to enhance readability.
  - º Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

- **Aspect Ratio**

  When choosing an aspect ratio for your presentation, either 16x9 or 4x3 will work.

- **Adding Video to Your Presentation**
  - º Use MPEG-4 (.avi) or MPEG-1 (.mpg) video format, using the Xvid or DivX codec.
  - º Avoid using QuickTime, RealPlayer, or other proprietary video file formats.
  - º **Embed the video in your presentation:**
    - Save the video on your computer.
    - Make sure there is room on the slide in which you want to insert the video.
    - Open the *Insert* tab on the Ribbon, click *Video* in the Media group, and then navigate to the location where you stored the video file.
    - Select the file and click *Insert*.
    - Resize the movie to fill the desired amount of space on the slide; be sure to drag from the corner when resizing to avoid distorting the image.
  - º **PowerPoint presentations with video MUST be received at least one week before the meeting** so we can test and troubleshoot problems. Materials received onsite may not be tested or viewed prior to your presentation.
  - º Bring a back up copy of your presentation on CD or flash drive.

- **Podium Equipment**

  Test your presentation for compatibility and operability on multiple PCs running Microsoft Office 2021. View your presentation using a projector and screen.

  JHU WSE ERG will provide a presentation PC at the podium. It will meet or exceed the following specifications:

  - º Laptop PC, USB port
  - º Intel Core i5 2.2 GHz processor
  - º 4 Gbytes of RAM
  - º 256 Mbytes video memory
  - º Windows 10 64-bit
  - º MS Office 2021 Pro
  - º Adobe Acrobat Reader XI
  - º Microsoft Windows Media Player