

Speaker Guidelines for Slide Presentations

- The preferred file type for speaker presentations is a PowerPoint presentation (.pptx).
 - Files created in [Keynote](#) or [Canva](#) should be converted to PowerPoint and checked by the speaker for conversion errors before submission.
- Slides should use the 16:9 aspect ratio.
 - Choose Widescreen under Slide Size in the Design ribbon in PowerPoint.
- To ensure your slides are legible for both in-person and virtual audiences, avoid using:
 - Font size smaller than 20-point type
 - Embellished fonts (text with shadows, angles, special effects, or highlighted)
- Preferred fonts include Arial, Calibri, Candara, Century, Century Gothic, Courier New, Franklin Gothic, Garamond, Georgia, Roboto, Source Sans Pro, Times New Roman, and Trebuchet.
- Do not crowd slides with text.
 - Use slides to provide a basic outline of the most significant points and examples rather than as a verbatim reproduction of the presentation.
 - Speakers are encouraged to use the notes section to include specific information that may not be useful to attendees as a resource.
- Avoid using images that may be copyrighted. Use publicly available images from a stock photo platform whenever possible, such as [Creative Commons](#). The [Harvard Law Library](#) also has a helpful guide on accessing public domain sources.
- All videos must be submitted in MP4 format. Linking to videos from YouTube or elsewhere on the internet is not supported.