

Best Practices on Session Slide Development



Slide Design Basics



FONT & COLOR

- **San-serif/Noncursive** - plain text is legible and non-distractive
- **1-2 Colors** - one main, another to highlight focal points
- **Good Contrast** - dark text, light background for readability and notetaking
- **Accessibility** - avoid red/green and red/blue combinations



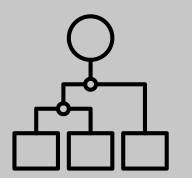
SLIDE DECK & LAYOUT

- **Number of Slides** - 60 slides/60 minutes, less is highly preferred
- **Title & Number Slides** - also title sections and label images for easy reference
- **Consistent Layout** - apply the same color, font, and navigation across slides to reduce cognitive load
- **Focal Points** - any visuals should be bigger than the text and text should be displayed to label and complement the visuals, not describe/duplicate the narration



VISUAL DATA

- **Safe Formats** - PNG and GIF for graphs, charts, texts & JPEG/JPG for photos
- **Charts** - enlarge and use only important data/cut out extra (ir)relevant information and provide source reference for further review
- **Size and Format** - visuals should be big, clear and legible, one per slide, if possible
- **Illustrate Change** - processes and procedures can be illustrated with charts and graphs; qualitative relationships could use concept maps, matrices, or tree diagrams



Session Slide Structure

- **Learning Objectives** - content must connect them to session goals/competencies
- **Outline Slides** - include both the session and for each section
- **Summary Slides** - key takeaways for each section to highlight salient/testable content
- **Relevance** - remove interesting but not essential content (text and imagery)
- **Slide Density** - one main point per slide, if possible, to keep learners' attention on focus
- **Content Distribution** - spread out content across slides to avoid content density, for better visual design, accessibility, notetaking, and easier information assimilation
- **Additional Resources** - include references and self-directed learning recommendations
- **Handouts** with more detail - not everything should be displayed on the slides as resources such as handouts and other study guides are provided.

More information on preparing and delivering of presentations: [Best Practices for Scientific Presentations](#)

