



CMGA Powerpoint Guidelines

INTRODUCTION

CMGA now publish conference presentations as well as papers. In response to this, we have developed a PowerPoint template similar to the document template we have been providing to presenters.

This will enable us to:

- Standardise the presentations in a format easy to read on screen. Many presentations use colours, backgrounds and fonts which do not display well on large screens or in large rooms.
- Standardise the presentations to a printer friendly format. Many presentation we receive do not print well in black and white and are often unreadable.
- Allow the saving of the PowerPoint files in PDF format at a reasonable size for download from the web. Currently many presentations we receive produce very large PDF files because of high graphic content, especially in the template.

HOW TO USE THE TEMPLATE

The PowerPoint file provided is a template. You may create your presentation by simply opening the file and selecting which type of slide you wish to create.

The template will provide you with the background, title fonts and colours, text fonts and colours, and various bullet sizes.

There is an allowance on the title slide (first slide) to include your company logo. The CMGA2003 logo will appear on all pages.

WHEN TO USE THE TEMPLATE

We would prefer that every presenter uses the template. However, we realise some presentation may already have been created using a corporate template.

If this is the case, we need the presenters to observe the following rules:

1. The CMGA conference logo must at least appear on the title slide
2. Presentations must readable on projected screens
3. Presentations must be print friendly
4. Slides which describe your company and its operations and/or describe products and services must be omitted.

As the presentations are saved as PDF's for download on the web, some graphics and backgrounds may need to be removed to enable this.

FURTHER INFORMATION

If you have any problems using the template or are unsure about your previously created presentation, please contact us on the numbers below.

We can assist in reformatting existing presentations with the CMGA template.

Program Organiser: Steven Dunn +61 3 9434 2265 program@cmga.org.au
Conference Organiser: Gayle Allan +61 3 9899 7746 cmga@cmga.org.au