



## Joint SAC/SEPA Biennial Conference

### Agriculture and the Environment VIII Climate, Water & Soil: Science, Policy & Practice

31 March-1 April 2010  
Edinburgh

## INSTRUCTIONS FOR PREPARATION OF VISUAL AIDS

PowerPoint presentations should be sent on CD or pen drive to the Conference Administrator no later than **FRIDAY, 19 MARCH 2010**. Please prepare your presentation using the guidelines below.

### Presentation guidelines

Use clear, bold typeface.

Use up to a maximum of 7 words per line and 5 lines of text per projected image.

Complicated images which are likely to be unreadable by the audience will be rejected.

Tables, graphs and histograms should be kept simple and clear. Note three dimensional graphics can often be difficult to read.

Presentations should not be too complex. The use of animated graphics is not permitted.

### Colours

The use of light (e.g. white) text out of a dark background (e.g. dark blue) is recommended. Excessive use and inappropriate combinations of colour reduce clarity.

### Trade names

A small, discrete logo may be used on all slides.

Covert or overt commercial advertising on slides is not permissible.

**Please ensure you carry a separate backup disk or pen drive.**

### Karen Crighton

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in association with:

