



# POWER POINT PRESENTATIONS

## REQUIRED FORMAT FOR TELEVISED COMMITTEES

### POWERPOINT PRESENTATIONS

In exceptional circumstances, if a PowerPoint presentation is used in a televised meeting, it should be used as an added-value feature, helping the viewers to better understand the issues discussed. The graphic presentation should only be used to enhance the witnesses' testimony.

However, all presentations may be used as reading notes and be distributed in "paper form" to the committee.

Presentations not conforming to the criteria below will not be permitted.

#### Making the presentation TV friendly:

- ◆ Text accompanying images must be large (32 points).
- ◆ Maintain high contrasts between text, images and backgrounds.
- ◆ Lower the saturation of bright colours.
- ◆ Avoid the use of thin lines.

#### Copyright

- ◆ Please be reminded that permission should be sought for the use of any copyrighted protected images.

#### Bilingual presentations

- ◆ The presentation must be bilingual, in order for it to be shown on national television.
- ◆ It is highly recommended that the presentation format be "bilingual, split over-under" on the same slide. This will avoid the setup of two projectors and the need to coordinate the slides during the presentation.
- ◆ Bilingual slides eliminate the need for two separate pages of text.
- ◆ This layout permits the viewers to follow in both languages.
- ◆ It also enables the TV director to show the page for the preferred duration during the presentation.

\* *Example of an accepted PowerPoint presentation:* [Hockey Canada](#)