Appendix II

WAO Participants
Slide Show Guidelines

The Workshop on Accelerator Operation (WAO) is a workshop where presentations on topics associated with accelerator operations issues inform participants and lead to discussions that allow further exchange of ideas as well as opportunities to build a strong community. The primary objective of workshop presentations is to effectively present ideas about accelerator operations that will be informative and useful to the audience. The presentation should adequately illustrate the topic. Many WAO presenters are new to the experience of making presentations and should try to utilize the following ideas. The following guidelines are intended to facilitate effective slide presentations.

- The preferred presentation format is Microsoft PowerPoint.

- Number of Slides: A common rule is to have one slide per minute of your talk. Working to edit your slides to meet this goal you will remove unneeded words and establish a more focused presentation.

- Avoid too many words per slide. The audience cannot read pages and pages of wordy slides. Work to reduce the words used on a slide down to the basic idea. Discuss supporting ideas during the presentation.

- Do not use images where details are so small the audience will struggle to see them. Slides with spreadsheets, databases or log sheets are very difficult for the audience. Develop an effective summary of the information.

- Manage the slide layout to avoid crowded slides and avoid slides where the background detracts from the ability to read the words on the slide.

- Practice the presentation before your colleagues to get feedback on the effectiveness of the presentation and to determine how long the presentation will take. Practice saving the words so will not struggle to find the right words during the presentation.

- Prepare the presentation as a story. Layout the ideas to be presented as if you are telling someone the story of how your topic developed, how it was managed and how it was resolved.

Hopefully these guidelines will help you make an effective slide presentation that will inform and will stimulate lively discussions about the workshop topics.