

The background is a blue gradient with several overlapping, semi-transparent circular shapes of varying shades of blue, creating a layered effect. The text is centered on the right side of the image.

# Welcome

Organization tag line here

# Formatting

- The less text, the better
  - Four words per line
  - Four lines per slide
- Use sans serif fonts
- Minimum heading size - 24 pt
- Minimum text size - 18 pt

# Formatting Continued

- Beware of distracting animations
- Use relevant videos/photos
  - They should complement the content
  - Don't use them just because you can
- Choose colors wisely
  - Dark background/light text
  - Light background/dark text
  - Combos like black background and red text are difficult to read
- Don't read slides to audience
  - Slides should be used to guide your presentation

# Introduction

- State the purpose of the discussion
- Identify yourself

# Topics of Discussion

- State the main ideas you'll be talking about

# Topic One

- Details about this topic
- Supporting information and examples
- How it relates to your audience

## Topic Two

- Details about this topic
- Supporting information and examples
- How it relates to your audience

## Topic Three

- Details about this topic
- Supporting information and examples
- How it relates to your audience



# Real Life

- Give an example or real life anecdote
- Sympathize with the audience's situation if appropriate

## What This Means

- Add a strong statement that summarizes how you feel or think about this topic
- Summarize key points you want your audience to remember

## Next Steps

- Summarize any actions required of your audience
- Summarize any follow up action items required of you