IGCS 2025
Annual Global Meeting
CAPE TOWN
November 5 - 7

CAPE TOWN

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IGCS PowerPoint Guidelines

PowerPoint Presentation Requirements
- Speakers must use the required IGCS PPT presentation template.
- Templates are set up in 16:9 aspect ratio. Please do not alter this ratio.
- Organization logos can ONLY appear on the first slide and the last slide.
- Organization logos, names, and copyrights are not allowed on the header or footer of slides or throughout the slide deck.

Required Slides
- Slide 1 – Title Slide – includes session title, session date spelled out (i.e. September 29, 2022), speaker(s) name, title, organization, organization logo(s) may appear on this slide.
- Slide 2 - Conflict of Interest slide(s) for CME purposes.

Required Fonts
- Arial or Calibri

Text
- TITLES - are pre-set to Arial, should be no larger than 40 points, capitalize the first letter of each word (where appropriate), and be consistent with capitalization. Do not use ALL CAPS (unless for abstract titles).
- BODY - Text is pre-set to Arial, 28 points. Body text should be no larger than 28 points.
- Slides should only contain essential, bullet-pointed information.
- Avoid ALL CAPITALIZATION.

Images and Animations
- Do not use more than three images per slide.
- Make sure details on any graphs you've included will be legible.
- Any colors you choose for graphs should be legible for those who are color blind.
- Leave out sound effects and background music.
- If using embedded video double check to assure that it works and mandatorily test in the Speaker Ready Room onsite at least two hours before your session.
- Stick with simple animations, if you use them at all.

Content Slides
- Ensure no proprietary information has been included.
- Receive permission to use graphs/charts/photos, and source the items/data.
- Avoid using copyrighted material/content. If using, you must receive permission from the source and send a copy of the permission to IGCS.

Tips
- Keep each slide simple.
- Make sure your presentation is easy on the eyes – do not use distracting images or colors, font not too small, content/graphs not too busy.
- Slides should be used to guide the discussion, therefore, the amount of text on each slide should be kept to a minimum.

IGCS retains the right to edit slides as needed for formatting. Content will not be adjusted.

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