



NZANC Presentation Guidelines

PowerPoint Presentation and Specs

We recommend your presentation be prepared using Microsoft PowerPoint 2007 or later. Older versions or presentations created using PDFs or Prezi can be accepted, but do come with certain limitations such as not having a presenter view mode. If you are using any non-standard fonts, please ensure you bring the .OTF (original type font) or .TTF (true type font) file with you so that the technicians booked for the day can help install them.

Please keep the content of your slides to main points only and ensure that any diagrams or charts are easy to follow.

Remember to create your presentation using a 16:9 ratio.

The majority of screens in AUT are now in the 16:9 format. If using Microsoft PowerPoint, you can do this by selecting 'Design', 'Page Setup', 'Slides sized for:' and selecting the drop down option 'On-screen show (16:9)'. Presentations using a 4:3 ratio will be played as is. Microsoft PowerPoint version 2013 and up defaults to a 16:9 ratio when you create a new, blank PowerPoint File.

Video and audio content

If you are using any audio or video content (MP4 preferred), we suggest downloading and embedding this in your presentation when putting it together, prior to the conference. This can be done with easily accessible software, such as Internet Explorer and Real Player 11. If the files are different from an MP4, due to limitations, we may not be able to assist in converting to a usable format at the time of your presentation. We suggest avoiding links to sites such as YouTube, Vimeo etc., as we cannot control any advertising, lag or playback errors that can occur. We also suggest you download any website content prior to your AUT arrival, as, due to copyright and/or AUT policies, some sites may be blocked while using University computers.

Please also remember to cite all sources of imagery, audio or references used in your presentation.

On the day

We suggest you bring an electronic, up-to-date copy of your presentation with you on the day on a USB, and if possible an external cloud-type storage service, such as Dropbox.

All presentation computers are internet compatible and will be connected.

Mac vs PC

If you are preparing your presentation on a MAC, we suggest using PowerPoint for MAC, not Keynote. This is due to the majority of our machines being a Windows Operating System, and Keynote is only available in Mac OS. However, please note that even if using PowerPoint for Mac, some fonts, formats or videos may not display correctly on our PC software. If you do wish to bring your own Mac Book laptop to present from, please ensure you bring the correct display port adaptor, either a VGA or HDMI connection cable.