Executive Board Secretariat
PowerPoint Presentation and Video Guidance note for the Executive Board Sessions

IMPORTANT:

1. **DEADLINE FOR SUBMISSION**: PowerPoint presentations/video/slideshow must be received three (3) full days (72 hours) prior to the session (that is, not on the day of your presentation); if not received within this time frame, presentations will not be webcasted, posted or shown on the Auditorium screen;

2. **PGB QUALITY CHECK**: PGB will run a quality check of your PowerPoint presentations for alignment with WFP Editorial Style Guide and share with you the list of amendments as well as the final version that will be webcasted, posted on the Executive Board website and shown on the Auditorium screen (to note: the PowerPoint presentation will be uploaded on the laptop in the Auditorium by a PGBC member of staff once cleared by the Secretary);

3. **PPT FOCAL POINT**: Please delegate someone as focal point for clicking slides from the laptop in the Auditorium, even if you are going to use remote clicker from the podium; an advance trial run may be conducted.

Technical guidance for PowerPoints presentations:

If you plan to use a PowerPoint presentation, please consider that:

- The corporate software to be used is exclusively Microsoft PowerPoint;
- Maximum number of slides recommended is eight (8), with six (6) slides of content.
- Slides should contain top line messages to facilitate audience consumption and maintain no more than 5 bullets per slide and stick to key highlights (details can be verbally relayed) as too much text is hard to read;
- The aspect ratio should be 16:9;
- Ideal font size ranges between 20-point and 30-point, bearing in mind that any size smaller than 16-point will not be legible to the audience. Special attention should be given to colors, ensuring that on-screen contrast provides good visibility;
- PowerPoint presentations cannot exceed two (2) MB, otherwise it cannot be uploaded on the webcast system (we suggest compressing photos, if any, and to not overlap too many elements and other pictures);
- A map or dashboard is always appreciated as a visual (please ensure they show boundaries of countries recognized by UN legal framework);
- Based on recent incidents and feedback by the Membership, the use of emaciated children should be avoided.

A touching video is also nice and very appreciated to visually convey what you are doing in country with photos of the beneficiaries we are serving, but other media should be used sparingly.

Technical guidance for videos:

If you plan to use a video, please consider that:

- The transcripts are provided for the interpreters;
- The aspect ratio should be 16:9;
- The resolution should be from 480 to 720 or 1080 (HD or Full HD preferred);
- The videos are in English. If not, please make sure that English subtitles are added.

CONTACT: please liaise with Katharina Gola to ensure the aforementioned actions are taken, including arranging a trial run before your session, and send the above mentioned documents to PGBC 72 hours prior to the session.

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Best practice PowerPoint:
The most recent visually appealing PowerPoints were delivered by:
- RM at the 15 January 2018 New Member and Observer Induction Session (RM PPT);
- TEC at the 28 May 2018 Update by the Chief Information Officer on IT matters (TEC PPT);
- Asia and the Pacific Regional Overview at EB.1/2018 (RBB PPT);
- CD of Zambia at the 8 November 2018 Informal consultation on the CNs of the CSP (Zambia PPT).

All were succinct and visually appealing.

TO NOTE: All presentations will be posted under the Supplementary Information tab of the Second Regular Session of the Executive Board page of the EB website by agenda item.