

Formatting Your Course Materials

Because our programs are offered in multiple formats – in-person Live, Webcasts, and Video Replays we ask that you please apply these formatting guidelines to your course materials to ensure that all audiences, regardless of format, can view and easily read all course materials.

Written Course Materials

Please send all documents in either a Word or an original PDF format.

Top of the 1st Page ONLY

Session Title

Session Presenter Name(s) & Firm(s)

Bottom of EACH page

Page # - Last Name (1 – Smith)

Margins	1 inch each – top, bottom, left and right sides
Alignment	LEFT justify
Font	Times New Roman: 12 pt font
Line Spacing	Single space – Text Double space - Between paragraphs & Main headings

PowerPoint Slides (PPT)

To format all PPT slides submitted for a program, we need your PPT submitted before or by the course materials deadline. We are unable to accommodate day of changes to your PowerPoint. Your PPT slides will be formatted 3 slides to a page with room for notes to be included in the PDF of course materials. Your PPT will be uploaded to a laptop and ready for you on presentation day.

If you are using PowerPoint 2013 or the Cloud version, please format your slides to 16x9 or widescreen. You can change this setting under the **DESIGN** tab under **Slide Size**.

If your PowerPoint includes video or sound, please notify us when you send your PPT as we need to make technical arrangements to capture this portion of your presentation.

To optimize the effectiveness of your presentation, please apply the formatting standards below as you assemble your PowerPoint for your PINNACLE presentation. ***Please send your slides in the original PowerPoint format, not as a PDF.***

Slide FORMATTING

- Use both Upper and Lower Case Text. Avoid using all Capitals.
- Use a **16 font size** or larger.
- **Times New Roman** is the easiest font to read.
- Include a 1 inch border on all four sides of each slide.
- Use a **DARK** font with a white or light background.
- Copyright permission is needed for all graphics and images.