**ANNEX ‘A’ TO**

 **AFA/16/11/TRG**

 **DATED JAN 25**

**GUIDELINE FOR PREPARING OF POWEPOINT SLIDE SHOWS FOR**

**AIR SYMPOSIUM 2025**

**GENERAL**

1. The time allocated for the presentation is 20 minutes, followed by a common Q&A session of 15 minutes.
2. The presentation should be prepared in **.ppt/.pptx** format only.
3. Presentations should be in English only.
4. The first slide of the presentation should include the name(s) of the author(s), presentation title, and affiliation of the author. It is also required to include **‘Colombo Air Symposium 2025, Sri Lanka Air Force, 10th – 11th February2025’** as the footer of the slide.
5. The presentation background could be as appropriate. Be it light or dark, pay attention to the colour of the text to achieve good contrast, and it should facilitate easier reading.
6. Photographs and videos should be of adequate resolution and should help to illustrate the title content. Unnecessary and repetition of same pictures are to be avoided. Be mindful on the fact that this is an international forum.
7. The use of company logos or trade names should be avoided on any audio-video aid in the presentation.
8. References could be included on slides as appropriate.
9. Slide size is wide screen (16:9).

**TITLE SLIDE (ONLY FOR SRI LANKA AIR FORCE PRESENTERS)**

1. For the purpose of maintaining the standardization of the PowerPoint presentations, a common title slide has been designed and annexed herewith as Appendix ‘A’. Further authors are requested to use the soft copy of the preliminary topic slide as the initial slide of their presentations.

**MAIN HEADING / SLIDE BREAKER**

1. Suggested specifications for Main Heading / Slide Breaker are as follows.
	1. Font size 44.
	2. No underline.
	3. Fonts are to be in contrasting colours and bold.
	4. Letters are to be in uppercase.
	5. Suggested to have San Serif type fonts. Ex: Calibri, Segoe UI, Candara, Arial etc.

**SLIDE HEADING**

1. Suggested specifications for Slide Headings are as follows.
	1. Font size 36.
	2. Underlined.
	3. Fonts are to be in contrasting colours and bold.
	4. Letters are to be in uppercase.
	5. Suggested to have **San Serif** type fonts. Ex: Calibri, Segoe UI, Candara, Arial etc.

**TEXT**

1. The following specifications are suggested for the main text of the slides, and authors have the leverage to use colour combinations of their choice, ensuring a contrasting view for the audience.
	1. Font size for first level is 28.
	2. Font size for second level is 24.
	3. Font size for third level is 20.
	4. Fonts are to be in contrasting colours and not bold.
	5. Points are to be illustrated in bullets form.
	6. Letters are to be in lower case except other service writing conventions (Sentence first letter capital). Ex: RADAR
	7. Tab spacing for bullets is 0.5”.
	8. Authors are encouraging to limit only up to three types of bullets.
	9. Suggested to have **San Serif** type fonts. Ex: Calibri, Segoe UI, Candara, Arial etc.

**CONTINUATION (ONLY FOR SRI LANKA AIR FORCE PRESENTERS)**

1. When a topic is continuing more than on the slide, continuation is to be included, and the convention for continuation is as follows:
	1. “Cont…” to be included at the right bottom of the current slide of the topic concern (except the last slide of being continued).
	2. “…cont” to be included on the left top of the next page being continued and if same topic is further continuing above ‘a’ also to be included until the last slide of the same topic.
	3. Minimum font size for continuation markings to be size 12.
	4. Font type and colour are same as the text.
	5. “Cont…” to be appeared after the last bullet of the slide.
	6. Heading on the following slide should be in front of “…cont” and font size 24.

**APPENDIX ‘1’ TO**

**ANNEX ‘A’ TO**

 **AFA/16/11/TRG**

 **DATED JAN 25**

**SAMPLE TITLE SLIDES FOR CAS 25 POWERPOINT PRESENTATION**

10th & 11th February 2025 at BMICH Colombo Sri Lanka

**“Transforming Air and Space Power for a Resilient Tomorrow: Prospects for Air Forces of Indian Ocean Rim”**

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**TITLE OF THE PAPER**

**I**

Name(s) of the Author

Affiliation of the Author