Guidelines for using PowerPoint presentations

There are several presentations available for you to download and use as part of your public engagement event. Although you can use them as they are, you might want to adapt them to suit your audience, your own interests or the type of event you are holding.

The slides are a mixture of facts and images. It is not expected that every presentation will include every slide.

If you're not giving a presentation you might like to print some of the slides and use them as part of a poster display.

You might like to think about:

- Putting your name, institution and contact details on the title slide
- Adding images of your department or institution, particularly if it is involved in the treatment of heart disease
- Removing some of the slides and concentrating on certain aspects of the presentation
- Using only a small selection of the heart facts
- Adding your own heart-related images
- Printing the slides and using them as a backdrop for your Public Engagement event

It's fine to:

- Miss out some slides
- Change the images
- Add your own slides

Please try to:

- Talk about your event.
- Take the opportunity to dispel some of the myths about pathology.
- Involve your audience as much as possible – e.g. ask questions, ask for suggestions, ask for a show of hands to vote for different answers.
- Explain technical terms the first time you use them – it's easy to forget that not everyone knows how the heart works or what diabetes is.
- Keep the RCPath logo on at least some of your slides.
- Stick to the same format if you add slides of your own.
- Have fun! Your enthusiasm will be infectious.
- Check with us first if you would like to use the images for other publications or pass them on to your Communication team or the local

media to use – there shouldn't be a problem with this as long as we know which images are being used. A small number of the images do not belong to the College and have been authorised for use in the presentations only.

Finally:

We welcome feedback from both those who use the presentations and those who attend events where they are used. Please complete an organiser's evaluation from yourself and get as much feedback from participants as possible. Evaluation forms for different audience groups are available on the RCPath website.