

2017 PCI Convention and National Bridge Conference Presentation Policy and Guidelines

PCI Presentation Requirements:

PCI organizes peer-reviewed paper presentations into sessions that offer engineers continuing education units that satisfy their licensing requirements. Consequently, all presentations must comply with continuing education program requirements that ensure the educative nature of each session. Your presentations must comply with the following: (Failure to follow these requirements may result in rejection of a submitted presentation. Contact the session organizer if there are questions or concerns)

1. Presentations must be submitted to PCI for review on or before the deadline specified (The subsequent review period varies by event and purpose)
2. All presentation files must be submitted in PowerPoint. PDF versions are unacceptable.
3. All presentations must contain a Title slide that clearly states the paper title, authors' names and companies represented or affiliations
4. An "acknowledgement slide" may be placed as the last slide that provides proprietary product and company information, logos, etc.
5. Presentations must NOT contain company or proprietary product names or logos, *except* on the first and last slide of the presentation.
6. Products must to be referred to in the "generic" sense, avoiding any and all trade names (e.g. use "superplasticizer" instead of "Rheobuild 1000™" or "carbon fiber reinforcement" instead of "CarbonCast™").
7. Photos or diagrams of products or systems for illustration purposes are acceptable; however, they must not contain a company or product name or logo.
8. Slide background, headers, and footers shall not contain company names or logos. This includes universities, regardless of any university policy or requirement to the contrary

PCI Presentation Guidelines:

(These are suggestions only)

1. Presentations should use either "Arial", "Arial Narrow" or "Times New Roman" font type, at least 32 pt for main bullets, 28 pt for sub-bullets
2. The following color schemes are recommended:
 - a. Avoid low contrast text/background combinations (use: black text on a white background, or white text on a dark blue or black background)
 - b. Do NOT use "green" or "red" for text colors
3. Avoid using extensive text – leave "white" space
4. Ensure that tables, graphs and charts are legible and of realistic size to add to the presentation's meaning or illustration of something.
5. As a rule of thumb estimate approximately one-minute of time per slide to determine the presentation time required. Please note: presenters will be expected to maintain their allotted time for presentations.