Preparing Your Slides

A short guide for speakers at La Jolla Golden Triangle Rotary

Thank you for speaking to our club. Our meetings are shown on the big screen in the room and streamed live on Zoom. While you speak, we show your slides with a small live camera shot of you in the upper-right corner. That way, people watching on Zoom see you as well as your slides, instead of staring at a slide for five minutes.

All we ask is that you leave room in the upper-right corner for that camera shot. There are two easy ways to do it. Pick whichever suits you.

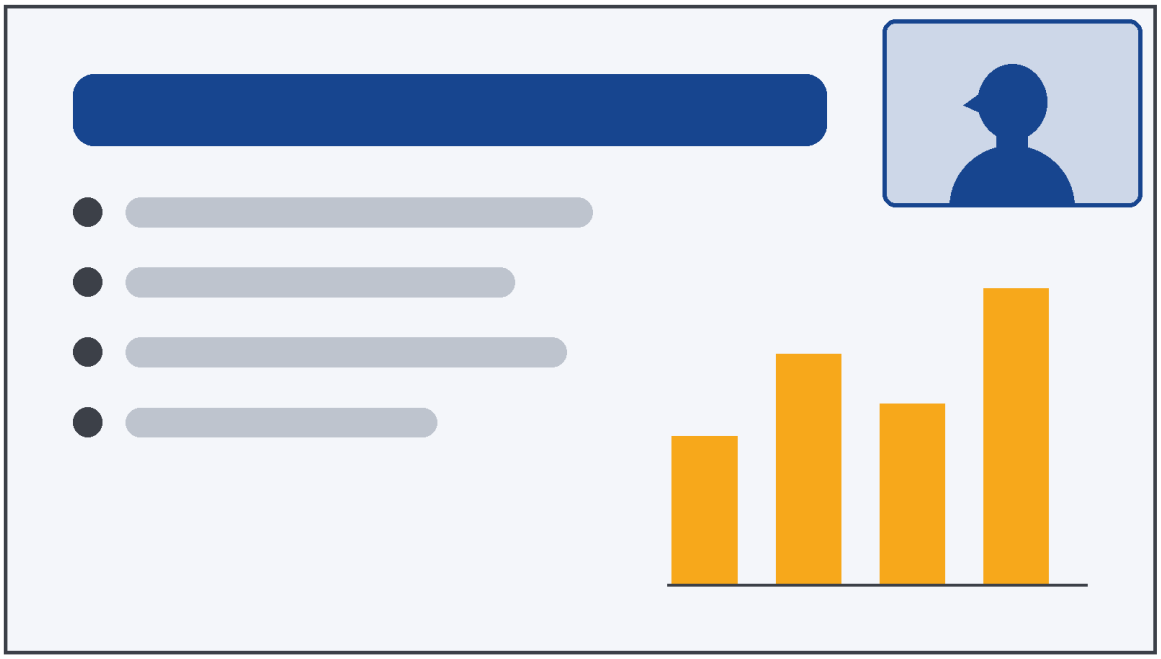
Option A: Widescreen (16:9), top-right corner empty

This is PowerPoint's normal slide size. Build your slides as usual, but keep the top-right corner empty: no text, logos, pictures or charts. The space only needs to be about a quarter of the slide's width and a third of its height (about 3.3 by 2.5 inches on a standard widescreen slide).



Option A: Widescreen (16:9) slide, top-right corner kept empty

Leave the dashed corner empty on every slide.

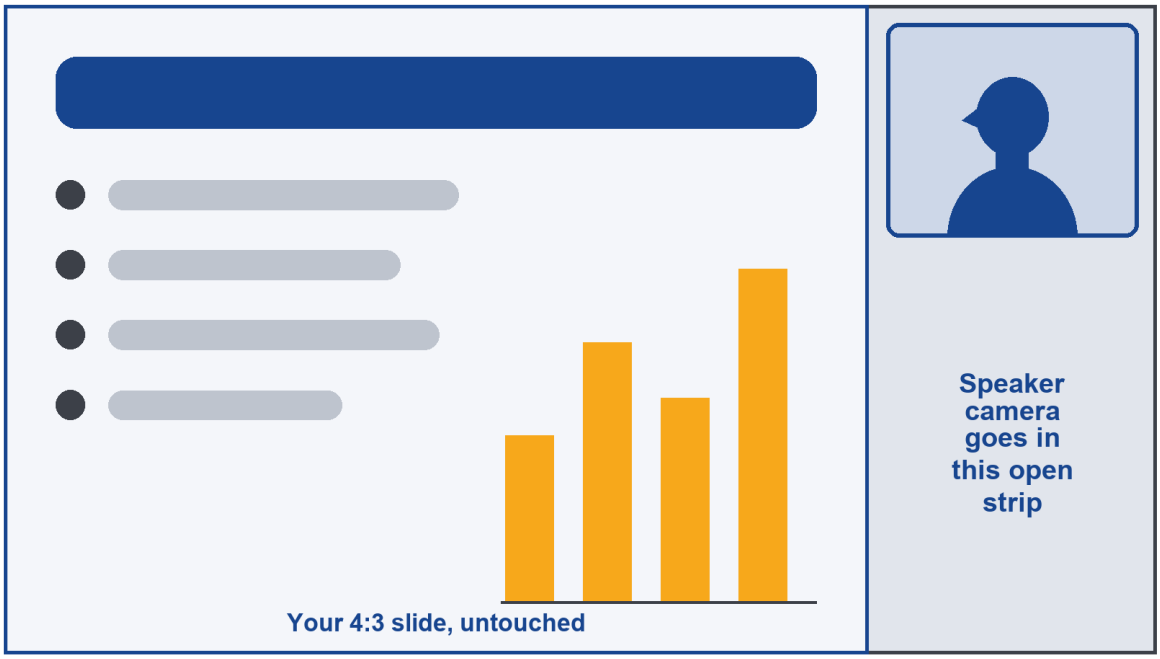


What the audience and Zoom see: your slide, full size, with you in the corner

On the screen, your camera shot fills that corner and your slide stays full size.

Option B: Standard (4:3)

A 4:3 slide is narrower than our widescreen. We place it on the left, which leaves an open strip on the right for the camera shot. You don't need to leave any corner clear, and every part of your slide stays exactly as you designed it.



Option B: Standard (4:3) slide, placed left on our widescreen

A 4:3 slide leaves a natural strip for the camera on the right.

Changing a finished deck to 4:3 in PowerPoint

1. Click the Design tab, then Slide Size.
2. Choose Standard (4:3).
3. When PowerPoint asks, choose Ensure Fit, then check that your text and charts still look right.

What happens if there's no room

If a widescreen slide fills the whole screen, we have to shrink the entire slide to fit the camera shot in. Your text, charts and pictures all get smaller and harder to read, especially for members at the back of the room.

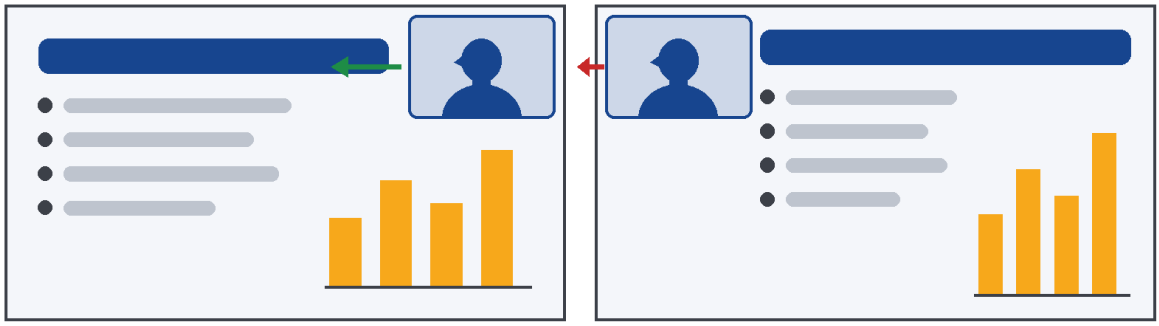


If the corner isn't clear, we have to shrink the whole slide

A shrunken slide: smaller text and wasted space.

Why the upper-right corner?

Our podium is on the right side of the room. When you turn to look at the screen, the camera sees you turning to your left. With the camera shot on the right, you appear to be looking at your own slide. On the left, you'd seem to be looking off the edge of the screen.



Camera on the right: you turn toward your own slide

Camera on the left: you seem to look off the screen

Sending us your slides

- **When:** Send your PowerPoint by the date in your confirmation letter, using the upload link it gives you.
- **Format:** PowerPoint is best. If you use Keynote or Google Slides, please export to PowerPoint first.

- **Video, sound or animations:** If your slides include video, sound, animations or slide transitions, please tell us when you send them, so we can make sure they play exactly as you built them.

At the podium

There's no handheld clicker. A small button panel sits on the podium with clearly marked Next and Back buttons, so you control your own slides. Our AV team will show you how it works during the quick tech check when you arrive at 7:00 a.m.

Questions about your slides? Just ask Jan Percival Lipscomb, our Program Chair, and she'll connect you with our AV team. Thank you for helping us make your talk look its best, in the room and on Zoom.