



Preparing PowerPoint Slides for Hybrid Events

A simple guide to help your presentation run smoothly at any event

When a presentation is used at a live event, it may be opened on a different computer from the one used to create it. This can sometimes cause fonts, images, videos, or layouts to change. This guide will help you avoid problems on the day.

1. Slide Size. Slides which are to be projected or live-streamed should match the required video size, which in most cases is HD 1080p. In Powerpoint you can set the slide size by going **DESIGN > SLIDE SIZE > CUSTOM SLIDE SIZE**.

The correct slide size for HD video in cm is **67.73 Width**, and **38.1 Height**.

2. Use common fonts where possible. Use standard fonts such as **Arial, Calibri, Aptos, Segoe UI, Verdana, Georgia**, or **Times New Roman** where possible. Some custom or brand fonts may not be installed on the event computer. If the font is missing, PowerPoint will replace it with another font, which can change the layout of your slides.

3. Add video and audio the safe way. If your presentation includes video or audio, add the media directly into PowerPoint using **Insert > Video > This Device**. This method ensures the video is embedded in the Powerpoint file. For videos, use MP4 files where possible.

4. Be careful with Canva presentations. Canva is great for designing slides, but a Canva presentation exported to PowerPoint should always be checked in PowerPoint before sending. Some images, fonts, animations, or design elements may not transfer from Canva to PowerPoint. If in doubt, test the slides using Powerpoint on another computer.

5. Test online links before the event. If your presentation includes YouTube links, Google Drive links, Canva links, or other online content, please let us know so we can test these on the venue computer before the event. Online links may require internet access, permissions, logins, or specific browser settings. Testing them early helps confirm they will open and play correctly during the event.

6. Keep text large and clear. Make sure your slide text is large enough to read from the back of the room. Light coloured text can also be difficult to read when projected.

7. Check images.

Make sure all charts, screenshots, and images appear clearly in the final PowerPoint file. The safest way is to save images to your computer first, then import them into Powerpoint using **Insert > Pictures > This device**.

Pro Tips:

1. When in doubt, test on another computer. This is the best way to check whether fonts, images, videos, and slide layouts will work away from your own laptop.

2. Name files clearly. Include the event name, session number, and version number.

Example: **eventname_session number or title_FINAL.pptx**

3. Send final slides early, ideally 48 hours before the event.

Thank you!