

IMPORTANT GUIDELINES FOR PRESENTERS



UNIVERSITEIT • STELLENBOSCH UNIVERSITY
jou kennisvennoot • your knowledge partner

ARRANGEMENTS FOR BROADCASTS AND PRE-RECORDINGS

It is important to book the studio well in advance to ensure that the facilities are available. Internal clients are requested to book the studio electronically via the Division's web page (www.sun.ac.za/ite).

Please arrange 3 days in advance with the Studio Manager if you want to utilize any one of the following:

- Any specialized computer software applications
- The use of the informal set during the broadcast

The following must preferably be forwarded to the Studio Manager 3 days prior to the broadcast:

- The names and contact details of the presenters
- A structure of the presentation (agenda) if both the formal and informal set are going to be utilized and/or if video clips need to be played in during the broadcast
- Pre-recorded video material for the broadcast
- PowerPoint slides (presentation) to be used during the presentation

DRESS CODE

Certain colours and patterns do not display well on television. Avoid clothes with prominent blocks or striped patterns as well as bright colours such as neon pink, neon blue, red or a combination of black and white.

TRAINING AVAILABLE

- Planning and course of the presentation
- Preparation of PowerPoint slides and posters for broadcasts
- Dry runs in the studio

POWERPOINT GUIDELINES

- Background: Dark e.g. Blue, Purple, Green etc. but not Red
- Preferred font: Arial or Tahoma. Serif type fonts e.g. Times Roman and Courier are not suitable
- Font size: Minimum 32 Arial or Tahoma Bold
Avoid placing too much information on a slide
- Text Colour: White or yellow - but not Red
- Margins: A margin of 1cm all round
- Computer slides with a high contrast between text and background are best suited for display on TV screens

Examples of PowerPoint slides are available from the studio. Phone the contact numbers and we will e-mail these examples to you.

PRINTOUTS FOR USE ON THE WRITING BOARD

- Orientation: Landscape
- Font: Arial or Tahoma
- Minimum Font size: 24 Arial or Tahoma Bold
- Margins: 2cm all round
- Size: A3 size



CONTACT DETAILS

For orientation or training with regards to the studio:
Hennie Roux Tel: (021) 808 3564 or
Cell: 082 640 2567
e-mail: hennieroux@sun.ac.za

For booking of broadcasts:
Zainab Suliman Tel: (021) 808 3880
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