Guide for the Preparation of Slides and the Use of Projection Equipment for the Annual Meetings of the Society

1. Beginning with the 1949 annual meeting of the American Society of Agronomy, the 2"×2" slide will be the only type for which the Society will be responsible for providing projectors. (It is not meant to imply that the 2"×2" slide is more satisfactory than the larger one. It is merely a matter of convenience for those who are responsible for providing lanterns.) The 3.25"×4" slide may be used at annual meetings in the future but the committee on arrangements will not be responsible for providing the projection equipment. It will be the responsibility of the author to provide the needed lantern.

2. The Society is responsible for providing adequate projection equipment. The best single measure of the quality of the projector is the wattage of the light. A 500-watt bulb should be the minimum for use in large meetings; a 750- or 1000-watt light would be better. The size of the screen should be governed by the size of the expected audience.

3. Present only a few data on a slide. (It is more important for the audience to see the figures than it is to have all the data available at one time.)

4. Break up large tables. In general, 3 to 4 columns and 3 to 4 lines of data should be the maximum for one slide. The optimum is either 2 columns and 3 lines or 3 columns and 2 lines.

5. Be sure that the slide is clear. (Professionally-made slides are usually clear but the “homemade” slides are sometimes not so good. If professional slides are too expensive and you are not good at making slides, the use of mimeograph reproduction or large charts should be considered.)

6. Give attention to proportions in graphic slides. (Frequently a very large figure is made for reproduction on which small letters or numbers are placed—a little judgment is necessary to get the proper balance.)

7. Every slide should be examined and used before it is presented at a public meeting. (No one ever helped his cause by apologizing for slides that cannot be seen in the back row of an average hall. If you cannot read it at home, your audience will not be able to read it either.)

8. Do not attempt to show large amounts of detailed data on slides when averages will suffice.

9. Avoid the use of poorly exposed photographs and those lacking

Fred V. Grau, Chairman