

Honors College PowerPoint Presentation Template Instructions

WHEN AND HOW TO USE THE TEMPLATES

- The ECU Honors College PowerPoint template is only to be used for presentations that represent the Honors College.
 - **Do not use the templates to deliver course material, class presentations or other personal projects that do not represent findings affiliated with or on behalf of the Honors College at East Carolina University.**
- **Identify yourself appropriately** using a title on your PowerPoint that explains your position as a student, faculty member, administrator, etc. in the Honors College at ECU.
- **To stay in compliance with ECU branding and marketing guidelines, please follow the instructions below. STUDENTS:** See **Review Process** section at bottom of page.
- The PowerPoint template can be found on the Honors College [Senior Honors Project website](#).

BEFORE USING YOUR POWERPOINT TEMPLATE, DO THE FOLLOWING:

- Save the PowerPoint presentation as **HCPresentationTemplate** in your files. To make sure that this master template remains intact, **please rename and save each time you update the file.**

TEMPLATE COMPONENTS

Title Slide

- **LOGO GRAPHIC:** At the top of the **title slide**, “East Carolina University Honors College” appears at the top as an image. **DO NOT TO REMOVE, MOVE OR ADJUST THIS GRAPHIC AT ANY TIME.**
- **PHOTO:** The template comes with a photo of Mamie Jenkins Building on the title slide. You do not have to use this photo if you’d prefer to have another photo or no photo on this slide.
- **FONT:** You may add on your title slide using **black font only in Gotham bold or Centaur bold** at an appropriate point size for your presentation.
 - You may italicize or underline text as you see fit.
 - If you want to add a title overlapping the Mamie Jenkins or another photo, consider its readability.

Content Slides

- **SLIDE OPTIONS:** The template comes with two **content slide** options: one with a purple background and one with a white background.
 - You may use one or both color schemes throughout your presentation.
- **LOGO GRAPHIC:** **Do NOT remove, move or adjust “East Carolina University Honors College”** at the bottom of the slides.
- **FONT:** **You may only use the font color associated with each content slide:** White font on purple background or black front on the white background.
 - **Use only Gotham bold or Centaur bold fonts throughout your presentation and use them consistently.** For example, you may choose to have titles in Gotham bold and bullet points in Centaur bold.
 - You may adjust font size and italicize or underline text as you see fit.
- **IMAGES:** Feel free to add images, illustrations, photos, etc. into your presentation.

REVIEW PROCESS:

All student presentations that represent the ECU Honors College must receive prior approval. E-mail your PowerPoint file to your faculty mentor with “Presentation Review” in the subject line two days before you plan on making the presentation. In this review, your PowerPoint will be assessed only for its compliance with the items listed above.