



INSULATED CONDUCTORS COMMITTEE

Established 1947

Spring 2019 Meeting, Savannah, GA (USA)

ICC Administrative & Technical Presentations Guidelines

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ICC Minutes Publication Director



Spring 2019 Meeting, Savannah, GA (USA)

ICC Administrative PowerPoint Presentation Guidelines

- **Cover Slide**
 - **Group Name (AdCom, Subcommittee, WG, DG, AdvCom)**
Day, Date & Time of Meeting
- **Name of Chair**
- **Name of Vice-Chair**
- **Name/Office of Any Other Required Officer**
- **ICC/IEEE & PES Slide Header and Footer Design/Format/Logos**
Can be used for All Slides in ICC Administrative Presentations,
if Desired.
 - **To Remove ICC/IEEE & PES Slide Header and Footer, right-click on any area of the slide, select 'Format background....', select 'Hide background graphics', select 'Close' or 'Apply to All'.**
- **Page-Numbering Location & Format as Shown in This Presentation - Times New Roman 14, Bold, Black**



Spring 2019 Meeting, Savannah, GA (USA)

ICC Administrative PowerPoint Presentation Guidelines (continued)

- **‘Page Setup’, under ‘Design’ should be “Letter Paper (8.5 x 11 in.)” in Landscape Orientation.**
- **Slide layout should retain the 4:3 "default" ratio that best fits with preparing the minutes on 8.5 x 11 in paper**
- **Enter/Format Slide Content (Text, Tables, Charts, Pictures, etc.) as Desired, in Successive Slides.**
- **All Slides Background in White.**
- **To Insert Additional Slides: In ‘Normal’ or ‘Slide Sorter’ View, Click on ‘Home’; Advance or Back Slides up, or Move Cursor to New Slide’s Desired Location in Presentation; then Click on ‘New Slide’. New Slide Will Be Inserted & Slide Numbering Automatically Re-calculated.**



Guidelines for Minutes Submittal

- **Logos, Company Names, Presenters' Affiliation, Contact Info, etc., etc., Only Allowed on Cover Page of Presentation**
 - **Shown on No Other Pages In the Presentation; Still Finding This Issue**
- **All Presentations Should Have Page-Numbering at Extreme Lower Right Corner of Slides**
- **Color Backgrounds Containing Company Info**
 - **Only Allowed on Cover Slide**
 - **Use White Background on Successive Slides**
 - **Color Backgrounds on Successive Slides Interfere with Page Numbering**
 - **Must be Removed, Increasing Minutes Processing Time**



ICC, IEEE and PES Logos

- **Can Be Used on Cover Slides Only (or All Successive Slides, if Desired) for ICC Administrative Presentations**
 - Includes Presentations for ExCom and AdCom Meetings, Opening Session, All Chairs, Training Presentations, etc., etc. by ExCom, AdCom, AdvCom and Subcommittee, Working Group and Discussion Group Officers or Presenters on Behalf of Same
- **Usage of ICC Logo Requires inclusion of registration mark “®”**
- **IEEE PES ICC Logo and Design is a registered trademark of the Institute of Electrical and Electronics Engineers, Inc.**
 - **As Shown Above on This Slide**

ICC Technical PowerPoint Presentation Guidelines

- **Title of Technical Presentation**
- **Names/Affiliations of Presenters**
 - **Multi-Team Company Project Members Can Be Listed on 2nd Slide of Presentation**
- **Company Names/Logos Used Only on Cover Slide**
- **Contact Info (URL's, Phone Numbers, E-mail Addresses) Only on Cover Slide**
- **Color Backgrounds Used Only on Cover Side; All Other Slide Backgrounds in White**
- **Pasted-In Pictures Should NOT Obscure Slide Numbers**
- **Page Numbering Location & Format as Shown Here**
 - **Times New Roman 14, Bold, Black**

ICC Technical PowerPoint Presentation Guidelines

(continued)

- **‘Page Setup’, under ‘Design’ should be “Letter Paper (8.5 x 11 in.)” in Landscape Orientation.**
- **Slide layout should retain the 4:3 "default" ratio that best fits with preparing the minutes on 8.5 x 11in paper**
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