

IMMEDIATE

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

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Subject: **GUIDELINES FOR MAKING PRESENTATIONS TO THE PRIME MINISTER AND THE FEDERAL CABINET.**

Reference Prime Minister's Office u. o. Note No.1398/M/SPM/2021 dated 15th April, 2021.

2. The Prime Minister's Office, in order to bring consistency in the presentations and have a focused discussion in the meetings of the Prime Minister and the Federal Cabinet, has prepared guidelines, which are being circulated herewith for strict compliance (**Annex**).

3. All Ministries/Divisions are requested to comply with the above guidelines while making presentations to the Prime Minister and Federal Cabinet. It is also requested that presentation for the Cabinet, on this given format, may please be forwarded to the Cabinet Division at least 24 hrs. before the meeting.

Encls: as above



(Eazaz A. Dar)

Additional Secretary (I)

All Secretaries/Additional Secretaries-in-Charge of the Ministries/ Divisions

Cabinet Division's u. o. note No.2-3/2008-Cab, dated 20-04-2021

CC:

Secretary to the Prime Minister, Prime Minister's Office, Islamabad.

Please circulate among following.

✓ AS-I

AS-II

SJS (Admin)

P.S.O to Ministers

SPS

20/4

20/4/21

20/4/21

20/4/21

20/4

Ministry of IPC
R&E-Office
SCANNED

Dated: 20/04/21

358
20-4-2021

CC: Secretariat
Dy. Secy. 364
Dated: 20-4-21

Secretary (IPC) Division
Cabinet Secretariat
10/2/21
20/4/2021

Guidelines

- Use 'Trebuchet MS' or a similar, easily legible font
- Maintain font size above 18 (above 14 for tables)
- Use 'Widescreen (16:9)' slide size (*Located in 'Design' tab for PowerPoint*)
- Provide data/infographics/charts where needed; avoid using excessively large amounts of data if point can be made with smaller sample
- Use bullet points instead of running paragraphs
- Hyperlink excess information in 'hidden' slides
 - Do not use more than 2 slides for each hyperlink
- Ideal word count per slide is 50-100; do not exceed 200 words on a slide
- Use color and formatting to group/differentiate information; avoid excessive color/formatting variations to prevent confusion
- If needed, use minimalistic animations

Presentation Title

Key Issue/Question(s)

- List key issue/questions you will be tackling during your presentation

Background

- Optional
- Provide background information on each issue/question
- Condense background into one slide if possible; use maximum one slide per issue

Main Conclusion/Solutions

- List your main conclusions
- Hyperlink relevant information for each conclusion/solution, show as needed/requested
 - Do not use more than two slides for any hyperlink

Implementation

Problem	Solution	Timeline	Responsibility
List Problem	List Specific Solution	List Timeline	Define Lead/ Responsible Agencies

Thank You!