

# VENUS Chapman Oral Session Guidelines

Please use the checklist below to ensure that you have not missed any important steps in preparing for your presentation. .

1. Prepare Your Presentation.
2. Create a Backup Copy of Your Presentation.
3. Pre-submit Your Presentation
4. Give Your Presentation.

## 1. Prepare Your Presentation

Acceptable formats for Presentations: MS Windows: Microsoft PowerPoint, Macintosh: Microsoft PowerPoint

- Graphics must be well designed, simple, and legible to everyone in the audience.
- Use as few graphics as possible for the time allotted. As a general rule, use one graphic for each 1 or 2 minutes of presentation time.
- Presentations are most readable on a dark background (blue, for example) and bright lettering (yellow or white). It is helpful to step 8-10 feet back from your computer screen and make sure your slides are legible. Avoid using small fonts that will be illegible from the back of the room, and break up a complex slide into a series of slides.
- Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.
- Avoid long or complicated formulas or equations. Each graphic should remain on the screen for at least 20 seconds.
- Use the minimum number of words possible in titles, subtitles, and captions. Standard abbreviations are acceptable.
- Use bold characters instead of fancy fonts.
- Table preparation: Use not more than three or four vertical columns or more than six or eight horizontal rows. Information is hard to read with more columns or rows. Avoid vertical or horizontal rules as they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.
- Graph preparation: Avoid more two curves on one diagram; a maximum of three or four curves may be shown, but only if well separated. Label each curve; Avoid symbols and legends. Avoid data points unless scatter is important.
- Colored graphs are very effective. Color adds attractiveness, interest, and clarity to slide and viewgraph illustrations and should be used whenever possible. Contrasting color schemes are easier to see.
- Examine every graphic and view each under adverse light conditions before presenting at a meeting. It is not often possible to provide excellent lighting at meetings.
- An introductory and a concluding graphic can greatly improve the focus of your talk.

The oral session meeting room will be equipped with the following audio/visual equipment:

1-LCD projector (1024 x 768 native screen resolution)  
1-Overhead projector  
1-Screen

The computers in the oral session room will be pre-loaded with presentations submitted in advance. You will not be allowed to attach your own computer. You must submit your presentation in advance. The PC will be configured with Windows XP with Microsoft Office 2003.

## **2. Backup your Presentation**

We recommend you bring at least two copies of your presentation to the meeting in case there is a problem with the one you submitted in advance. The following media formats will be supported: CD or Memory Stick.

## **3. Pre-Submit your Presentation**

ALL presentations must be submitted in advance of the meeting.

Prepare and submit your Powerpoint presentation NO LATER than Thursday 9 February. And send to Laura Bloom by

Email to: [laura.bloom@lasp.colorado.edu](mailto:laura.bloom@lasp.colorado.edu)

or mail a CD for receipt by 9 February to:

Laura Bloom  
LASP-University of Colorado  
1234 Innovation Drive  
Boulder, CO 80303

You must include the day and time of your presentation, phone number and email address in the covering email or letter. You will receive a confirmation email upon receipt of your presentation.

## **4. Give Your Presentation**

- Be considerate of other speakers and the audience by staying within your allotted time. The time allotted for your presentation includes 5 minutes for discussion and changeover to the next speaker. Session presiders will hold you to the allotted

time. This is essential to ensure adequate time for questions and discussion as well as adherence to schedule.

- Please discuss the material as reported in the abstract
- Prepare your presentation in advance so that your ideas are logically organized and your points clear.
- Take time to rehearse your presentation. If your presentation runs longer than the allotted time, eliminate the least essential material and rehearse again.
- Give an opening statement to acquaint the audience with the nature and purpose of the study. Speak slowly and clearly. Word choice should be simple: use active words and short sentences.
- Use the public address system, and speak into the microphone and toward the audience. When using the microphone clipped to your lapel, it is difficult for the audience to hear if you turn your head away from the microphone. If you need to see what is on the screen, have copies at the podium.