

# AGU 2003 FALL MEETING

## Guidelines for Oral Presentations

### AUDIO VISUAL EQUIPMENT IN ORAL SESSION ROOMS

All oral session meeting rooms are equipped with the following audio visual equipment:

- 1-LCD projector\*, 3300 lumen, Native resolution 1024x768
- 2-Computers (one main, one back up)
- 2-Overhead projectors
- 2-Screens
- 1-Pen style laser pointer
- 1-Speaker Timer

A Pentium PC format computer will be set up next to the podium in each oral session room. The PC will be configured as follows:

- Processor: Minimum Pentium III, 1 GHz
- Memory: 256 MB
- Video Resolution: 1024 x 768 at 24 bit color depth
- Operating System: Microsoft Windows XP
- Office Suite: Microsoft Office XP
- Windows Media Player
- Quick Time
- Flash Player
- Adobe Acrobat Reader

All electronic files must be submitted using one of the software formats listed below:

- PowerPoint XP or earlier version
- Office Suite: Microsoft Office XP SP-2
- Operating System: Windows 98 Second Edition
- Web Browser: Internet Explorer 5.5 SP-2
- Plug-Ins: Quick-Time 6\*, Adobe Acrobat 5.05
- Video Playback: Windows Media Player 8; Quick-Time 6\*
- PDF Reader: Adobe Acrobat 5.05
- Unix Users: Bring HTML Files or Adobe Acrobat 5.05

***\*Note: ALL Quick-Time users should make sure to submit their presentation AT LEAST 24 hours in advance, due to additional processing time that may be required.***

### **Additional Equipment not supplied by AGU**

AGU goes to great lengths to provide the most up-to-date equipment, but cannot meet needs beyond the above equipment list. 35mm slide projectors are available upon request for \$25 each. If you plan to show a videotape or DVD, you will need to rent a Videocassette player or DVD player. Please use the "Additional Audio Visual Equipment Order Form" to place your equipment order by 21 November 2003. Equipment questions can be directed to Derek John at [derekj@projection.com](mailto:derekj@projection.com).

If you have any questions, please contact the AGU Meetings Department by calling +1-202-777-7329, or by email to [fm-help@agu.org](mailto:fm-help@agu.org).

## **PRE-SUBMISSION GUIDELINES**

### **NEW OPTION: PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET**

AGU is offering a new option to all AGU 2003 speakers and presenters. *ProjectionNet* is a presentation delivery management system that is a fully functional, database driven, web-enabled presentation delivery and management system that will allow AGU presenters the opportunity to upload their PowerPoint presentations directly to an AGU 2003 Fall Meeting presentation server prior to arriving on-site for the meeting.

This pre-submission upload site is now available at <http://projectionnet.projection.com/AGU2003/index.html>. The deadline for pre-submitting your presentation electronically is 5 December 2003, the Friday prior to the start of the meeting.

Please keep in mind that this electronic pre-submission presentation delivery system will benefit those presenters with high-speed internet access or those electronic presentations below 50 MB in size with a dial-up service account. Presenters with large, embedded video movie files within their PowerPoint presentations should make it a point to deliver their presentation media to the speaker ready room for review and loading of their presentation onto the show server *in person*. Otherwise, the upload process of your presentation on-line could take a very long time, even with high-speed connectivity to our site.

## **SPEAKER READY ROOM AND ON SITE PRESENTATION INFORMATION**

The AGU Speaker Ready Room is located on Level 2 of Moscone West, in Room 2024. You must walk through the Poster Area to get to Room 2024. The hours of operation are:

Sunday, 7 December	2:00 pm to 7:00 pm
Monday, 8 December	7:00 am to 6:00 pm
Tuesday, 9 December	7:00 am to 6:00 pm
Wednesday, 10 December	7:00 am to 6:00 pm
Thursday, 11 December	7:00 am to 6:00 pm
Friday, 12 December	7:00 am to 6:00 pm

### Speaker Ready Room Procedures

- Take your presentation to Room 2024 of Moscone West a minimum of 24 hours in advance of your talk. If you have multiple presentations, please provide separate media for each presentation.
- Please submit your presentation utilizing one of the following media types\*
  - 100 MB Zip and 250 MB Zip
  - CD-ROM a.k.a CD-R (CD-RW not recommended)
  - Floppy (if multiple floppies for Powerpoint, please use Pack and Go)
  - Memory Cards (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)
  - USB Mini Drives – Any brand as long as they do not require drivers.
- \*Note: Each media type submitted should have only the files needed for a single presentation. Please submit separate media for each presentation. Unless you are speaking that same day, you will be asked to drop off your media and return at a later time to preview your presentation.
- The technician in the Speaker Ready Room will provide a label for your media and suggest a time for you to return to review your presentation.
- When you return to review your presentation you will be assigned a preview station at which time you will finalize your presentation and check out with the technician.
- Once you have finalized your presentation, there will be limited opportunity to make further changes. Please make every effort to finalize your presentation for A.M. sessions by closing time the day prior and for P.M. sessions by 11:30 A.M. the same day.
- **Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops, etc.**
- Personal laptops are not permitted in oral session rooms.
- **Internet connectivity is not available in oral session rooms.**

### **GUIDELINES FOR COMPATIBILITY**

**Fonts:** The presentation systems will be loaded with **Standard Windows Fonts**. If your presentation contains any special fonts, you must provide a copy of the font, to be loaded on the presentation system. To be safe, use Arial, or Times New Roman to create your presentation. Please pay special attention to fonts, if you use scientific notation within your presentation, as this is often written using a non-standard font.

**Formatting:** Presentations are most readable when using a dark background (Blue, for example) and bright lettering (Yellow or White). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts which will be illegible from the back of the room, and break up a complex slide into a series of slides, to make it more intelligible.

**Slide Master:** Make use of the Slide Master capability of PowerPoint, to standardize the look of your presentation. That way, if you need to change the bullets or fonts, they can be changed globally. (You won't have to edit each slide individually)

**Embedded Images:** The maximum display resolution of our presentation machines is 1024x768. When inserting images into a PowerPoint presentation, you should reduce their Image Size (in an external program, like Photoshop) to approximate their on-screen size in the Presentation. If you insert large scanned images, or large images from a digital camera (above 1024x768) PowerPoint will have to re-size the image to fit the screen "on-the-fly" during your presentation. This will cause your presentation to be much larger (in MB) than it needs to be and can often cause unwanted pauses, and slow performance during slide advance.

**Linked Media Files:** If you will be using Linked Media Files, please create a folder on your machine and store your presentation and all the media files within that folder. That way when you transfer the files to us, you will be sure to transfer all the appropriate files, and their relative location will remain the same.

Media files fall into three categories:

- 1) Files that can be played within PowerPoint natively
- 2) Files that can be played within PowerPoint, with the addition of an appropriate "Codec"
- 3) Files that **cannot** be played within your PowerPoint presentation and require an external viewer.

**Windows Media:** Generally, any media file that can be played within Windows Media Player, can be linked to your PowerPoint Presentation (and be played from within it). Please pay close attention to the Codec that was used to encode the file. If you're not sure what it is, please contact the person who created the file. Some examples of Codec's that are supported directly for playback within your presentation are: MPEG1, Indeo 5 and Cinepak, If you are using a "non-standard" codec, you will have to provide a copy of it to us, so we may install it on the presentation machine.

**Real Player and QuickTime** movies, cannot be played within your PowerPoint presentation. However you can create an "Action Button" which will allow you to click on an icon in your PowerPoint slide and it will spawn the appropriate viewer application and load the movie for you. Because of this limitation, you may want to consider compressing your movie file into an appropriate Windows Media format.

**Macintosh Users:** There are a number of challenges involved in transferring PowerPoint presentations between the Mac and Windows. Fonts are often a problem, and you may want to consider using Times New Roman. If you have any embedded images, please convert them to JPEG before inserting them into your Presentation. (Otherwise they may not transfer properly) If you are using QuickTime movies in your presentation, you will incur the same limitations outlined above.

**Unix Users** must have HTML files or PDF files in Adobe Acrobat 5.05.

**Acrobat Reader:** You are welcome to bring your files in Acrobat's PDF format; however, editing these files at the meeting will not be possible.

**HTML presentations:** Make sure that your files are portable. Data will be copied from your media to the networks hard drive. If files are not portable, you could lose links between pages.

**Web Server:** Web Server is not on the network so please plan accordingly.

**Other Plug-Ins or Active X controls:** These cannot be installed into the network. If your presentation takes advantage of a function not built into Internet Explorer 5.5 or the Plug-Ins mentioned above, you may have difficulties on site.

Please contact AGU@projection.com with questions.

## **PREPARATION OF YOUR PRESENTATION**

- Graphics must be well designed, simple, and readable by everyone in the audience. It is worthwhile to use professional preparation services, if possible.
- Use as few graphics as needed that can be discussed in the time allotted. As a general rule, use one graphic for each one or two minutes of presentation time.
- Presentations are most readable when using a dark background (blue, for example) and bright lettering (yellow or white). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts which 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.
- Do not show long or complicated formulas or equations. Each graphic should remain on the screen at least 20 seconds.

- Use the absolute minimum number of words in the title, subtitle, and captions. Remember that standard abbreviations are acceptable.
- Use bold characters not fancy serifs.
- Table preparation: Do not use more than three or four vertical columns and six to eight horizontal rows. If there are any more columns or rows, the information will not be readable. Do not use ruled vertical or horizontal lines; they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.
- Graph preparation: Generally, do not use more than one or two curves on one diagram; a maximum of three to four curves may be shown, but only if well separated. Label each curve; do not use symbols and a legend. Do not show 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. If you use color, remember that contrasting colors are easier to see.
- Critically examine every graphic and view them under adverse light conditions before presenting at a meeting. It is sometimes impossible to provide excellent light conditions at meetings.
- An introductory and concluding graphic can greatly improve the focus of your talk.

## **DELIVERY OF YOUR PRESENTATION**

- Be considerate of the other speakers and the audience by staying within your allotted time. The allotted time 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 and adherence to schedule.
- Please discuss the same material as reported in the abstract
- Prepare your presentation in advance so that your ideas are logically organized and your points clear. At the very least, write a detailed outline of your presentation. Address the essential points and leave the details for publication.
- Take the time to rehearse your presentation. Give your talk to one or more colleagues and ask them for suggestions for improvement. 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. Words should reinforce your visual material.
- Use the public address system and be sure to speak into the microphone and toward the audience. When using the microphone clipped to your lapel, it may be difficult for the audience to hear you if you turn your head away from the microphone. If you need to see what is being shown on the screen, have pictures or copies at the podium.