

AGU 2004 OCEAN SCIENCES 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
- 2-Computers (one main, one back up) Windows-based PCs
- 2-Overhead projectors
- 2-Screens
- 1-Pen style laser pointer
- 1-Speaker Timer

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 15 January 2004. If you have any questions, please contact the AGU Meetings Department by calling +1-202-777-7329, or by email to os-help@agu.org.

GUIDELINES FOR ELECTRONIC PRESENTATIONS

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

Each speaker can either submit their presentation via the AVHQ speaker services web site, www.avhqspeakerservices.com by 19 January 2004, *OR* bring their presentation to the Speaker Ready Room on CD-ROM, floppy disk, Zip disk, Compact flash card, Memory Stick, Multi-media card, SD Card, or laptop **24 hours prior to the scheduled time of their presentation**. If you submit your presentation via the Web site, you will save time on site waiting for your presentation to be down loaded. When checking in you simply got to a terminal and AVHQ personnel will pull up your presentation for preview.

We recommend PowerPoint for all users. The “pack and go” feature of PowerPoint may also be useful if there are video or sound files associated with the presentation. It will create a single compressed file which will contain all the video and sound files, which can then be unpacked in the Speaker Ready Room. This can be done in PowerPoint by selecting File/Pack and Go. Web browsers with typical plug-ins will also be available, including Internet Explorer and Netscape Navigator. If you plan to use something besides Real Networks Player, Flash, Shockwave, or Windows Media Player, please check with

our audio visual contact Ed Berru at eberru@avhq.com or Lara Gough at lgough@avhq.com to be sure your presentation will work properly.

We recommend you bring at least 2 copies of your presentation to the meeting in case there is a problem with one of them. Standard Zip 100, Zip 250 and Zip 750, and CD-R and CD-RW, Compact flash card, Memory Stick, Multi-media card or SD Card will be supported.

In order to support presenters who want to review and modify their presentations while traveling to the meeting, there will be support for transferring files from a laptop. If you plan to do this, we recommend you bring a back-up of the presentation on some other media, including CD-ROM or Zip drive in case there is a problem transferring the file from the laptop. If you have a network card, bring it along. Please make sure you have all power, video, and networking adapters. Plan some extra time in order to be certain the files can be transferred.

The computers in the oral session rooms will be Windows-based PCs with Microsoft PowerPoint (Office XP installed). All videos should be .avi or.mpg (not .mov) format so they will run properly on the computers provided. Presentations should be reviewed to be certain the fonts are displayed correctly. PowerPoint presentations created on Macintosh systems must be able to run on a Windows-based system to insure proper transition of animations and fonts. Contact Ed Berru at eberru@avhq.com or Lara Gough at lgough@avhq.com for assistance.

For additional information on creating PowerPoint presentations, please see the PowerPoint Tips & Style Guide at <http://www.avhqspeakerservices.com>.

SPEAKER READY ROOM AND ON SITE PRESENTATION INFORMATION

The AGU Speaker Ready Room is located in Room C120/121 at the Oregon Convention Center. **Checking in at the Speaker Ready Room is the single most important action you will take to insure your presentation is a success.** ALL speakers are required to check into the Speaker Ready Room at least 24 hours before their presentation. The hours of operation are:

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| Sunday, 25 January | 2:00 pm to 7:00 pm |
| Monday, 26 January | 7:00 am to 5:00 pm |
| Tuesday, 27 January | 7:30 am to 5:00 pm |
| Wednesday, 28 January | 7:30 am to 5:00 pm |
| Thursday, 29 January | 7:30 am to 5:00 pm |
| Friday, 30 January | 7:30 am to 5:00 pm |

When reviewing your presentation, you should make sure all fonts appear as expected and all sound/video clips are working properly. You will be able to edit your presentation at this time. Once you are finished reviewing your presentation and verify it is ready, AVHQ personnel will queue your presentation.

The file will then be transferred to the computer network at the meeting. When the presentation is to be given the file will be loaded on the computer in the oral session room. Each room will be staffed with an audio visual technician who will assist in starting each presentation. Once the presentation is started, the speaker controls the program using a computer mouse. At the end of the meeting, all files will be destroyed.

- 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.

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.
- For additional information on creating PowerPoint presentations, please see the PowerPoint Tips & Style Guide at <http://www.avhqspeakerservices.com>.

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.