

2002 Western Pacific Geophysics Meeting

GUIDELINES FOR ORAL PRESENTATIONS

1. GENERAL INFORMATION

With submission of your abstract to the **2002 WPGM Meeting**, you agreed to present your abstract on the day, time, and in the mode of presentation assigned by the Program Committee. You have been assigned to an ORAL session at the time listed on your acceptance letter. Schedule times given in the abstract volume are subject to change without prior notice. Check the At-Meeting Program and the Addendum for any program changes.

2. YOUR PRESENTATION

Contributed papers are generally allotted 10 minutes for presentation, and 5 minutes for discussion and changeover time. Some invited papers have a longer duration for the presentation. Session presiders will hold you to the allotted time.

- # 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.
- # Rehearse. If possible, 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, short sentences. Words should reinforce visual material.
- # Be considerate of the other speakers and the audience by **staying within your allotted time**. This is essential to ensure adequate time for questions and discussion and adherence to schedule.
- # Use the public address system and speak into the microphone toward the audience. When using the lavalier 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 speaker's podium.

3. AUDIO-VISUAL EQUIPMENT

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

- # **1 - computer projector (your presentation must be on a CD-ROM to use this equipment– see details over)**
- # 2 - overhead projectors
- # 2 - screens
- # 1 - laser pointer

A. Electronic Presentations Using a Computer Projector – NEW for WPGM Meeting

One **Computer Projector** for electronic presentations will be available in each oral session meeting room. Authors must bring presentations on a **CD ROM Disk**. Personal laptop computers *cannot* be connected to the computer projectors in oral session rooms. Detailed information on the types of software and instructions for authors can be found on the AGU Web site under the 2002 WPGM Meeting in the Information for Speakers section. Speakers using this mode of presentation might want to check in at the speaker ready room at least 24 hours in advance of the presentation. Those presenting on Tuesday can check in Monday between the hours of 2:00 p.m. to 6:00 p.m.

- # Personal laptops cannot be plugged into projectors in oral session rooms.
- # Internet connectivity is not available in oral session rooms.

**ALL ELECTRONIC FILES MUST BE SUBMITTED IN ONE OF THE FORMATS LISTED BELOW.
Please note the version number and compatibility with your version if not the same.**

Software

- # PowerPoint
- # Office Suite: Microsoft Office 2000 SR-1a
- # Operating System: Windows 98 Second Edition
- # Web Browser: Internet Explorer 5.5 SP-2
- # Plug-Ins: QuickTime 5.0 ActiveX Control and Adobe Acrobat v 5.0
- # Video Playback: Windows Media Player 7.1 – QuickTime 5.0 (standard version)
- # PDF Reader: Adobe Acrobat v 5.0 (reader only)
- # **Unix Users:** Bring HTML Files or Adobe Acrobat v 5.0

Acceptable Media Types

- # 100 MB Zip
- # CD-ROM a.k.a. CD-R
- # CD-RW (not recommended; often difficult to read)
- # Floppy (if multiple floppies for PowerPoint, please use Pack and Go)

Hardware

- # Processor: a minimum Pentium III with 600 MHz
- # Memory: minimum of 256 MB
- # Video: 1024 x 768 at 24-bit color depth

It is highly recommended that you have a backup of your presentation in the form of overheads.

Technical Suggestions for Presentations

These items are not meant to deter your creativity or use of the best data you have available. These suggestions provide options in case of difficulty.

Unix users must have HTML files or PDF files in Adobe Acrobat.

PowerPoint is designed to display pictures and text generated within the program or inserted from other sources. If the outside source is a sound file over 5Kb or any video file, the original file is not saved within the presentation. Source files meeting these criteria must be available on the computer where the presentation is going to run. Please copy any source video and sound files to the media with your presentation; if you are in doubt, bring the file along.

Imbedded charts, graphs, and object-oriented graphic files are often difficult to work with. These file types usually are influenced by the version of the program used to create them, often making them translate strangely on a different system. It is recommended that charts or graphics be inserted into your presentation as a bitmap format graphic. (Examples of some bitmap formats are: .bmp, .gif, .jpg, and .tiff) If you embed charts and object graphics in your presentation, it is advisable to have the bitmap format graphics available on your media. While there are problems with these file types, it is a small percentage that have difficulties. However, a little preparation can prevent extensive editing at the meeting.

QuickTime is a wonderful tool, however QuickTime's best compression algorithm, the Sorenson CODEC, does not play within PowerPoint. To avoid problems, convert QuickTime files to the Cinepak CODEC or to AVI or MPEG video format. We understand that to maintain quality you may need to increase the file size. There will be sufficient drive space to accommodate this.

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 network's hard drive. If files are not portable, you could lose links between pages.

Web Server – there is not web server on the network, so 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 IE 5.5 or the Plug-Ins mentioned above, you will have difficulties.

B. Viewgraph Preparation

Viewgraphs must be well designed, simple, and readable by everyone in the audience.

Use as few viewgraphs as are really needed and can be discussed in the time allotted. As a general rule, use one viewgraph for each 1 or 2 minutes of presentation.

- # Devote each viewgraph 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 viewgraph should remain on the screen at least 20 seconds.
- # Use the absolute minimum number of words in the title, subtitles, and captions. Remember that standard abbreviations are acceptable.
- # Use bold characters. Do not use fancy serifs. A rule of thumb for the minimum height of readable lettering (size) is 3 millimeters.
- # 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 slide. 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 viewgraph and try out the entire set under adverse light conditions before using them at a meeting. It is sometimes impossible to provide excellent light conditions at meetings.
- # An introductory and concluding viewgraph can greatly improve the focus of your talk.

Previewing Viewgraphs

If you would like to preview your viewgraphs, you may use one of the overhead projectors set in an oral session room either before 0815h or during the lunch break.