

2002 SPRING MEETING

GUIDELINES FOR ORAL PRESENTATIONS

1. GENERAL INFORMATION

With submission of your abstract to the **2002 Spring 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 (NEW- see details below)***
- 2 - overhead projectors
- 1 - 35mm slide projector
- 2 - screens
- 1 - laser pointer

*** If you plan to show video (VHS or SVHS) via the computer projector, you will need to order and pay for the rental of a video player. Please use the "Additional Audio-Visual Equipment Order Form" to place your order by 8 May 2002.**

If you have questions, please contact AGU's Meetings Department at 1-202-777-7332, or by e-mail at: mtaylor@agu.org to receive further information on audio-visual.

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

A computer projector is available free of charge in each oral session room. If you would like to use this equipment, **you must submit your electronic files to the Speaker Ready Room, Room 37 of the Washington Convention Center, in advance of your talk, preferably 24 hours in advance or earlier.**

Speaker Ready Room Hours:

- Monday, 27 May, 2:00 P.M.-7:00 P.M.
- Tuesday, 28 May through Thursday, 30 May, 7:00 A.M.-6:00 P.M.
- Friday, 31 May, 7:00 A.M.-12:00 P.M.

Speaker Ready Room Procedures:

- Take your presentation to the media technician in Room 37 of the Washington Convention Center.
 - The technician will supply labels so that you can properly label your presentation.
 - The technician will copy your data into the network so that you can see exactly what the presentation looks like before arriving in the meeting room. The technician will help you with any difficulties.
 - You are responsible for reviewing the presentation in the Speaker Ready Room.
 - Once the presentation has been loaded, there will not be opportunities to make changes.
- **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.

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 and 250 MB Zip
- CD-ROM a.k.a. CD-R
- CD-RW (not recommended; often difficult to read)
- LS-120 a.k.a. Super Disk 120
- JAZZ 1GB (it is recommended that files be formatted in JAZZ 1GB. JAZZ 2GB can take 45-60 minutes to transfer)
- 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 slides or 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 paly 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. Slide and Viewgraph Preparation

Slides and viewgraphs 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 slides and viewgraphs as are really needed and can be discussed in the time allotted. As a general rule, use one slide for each 1 or 2 minutes of presentation.
- Devote each slide and 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 slide 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 on finished slides. Do not make slides from illustrations or tables that were prepared for publication. They are rarely satisfactory. A good way to test your material is to stand 1 foot away for every inch of original copy width. If you can't read it from that distance, then your audience will not be able to read it either when it is projected.
- 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.
- Use 2" x 2" paper or plastic mounted slides, designated for a 35-mm slide projector. Be sure that they are clean and in good physical condition.
- Critically examine every slide and 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.
- Mark a large positioning dot or make a notch in the lower left hand corner of each slide when it is laid flat so it may be read. Rotate 180° for loading into a carousel. A notch or dot makes it easy to see that all slides are correctly positioned in the slide tray. Number every slide in proper sequence. This is important because slides may be dropped or become disarranged. Check your slides in a slide viewer prior to the start of your session.
- An introductory and concluding slide and viewgraph can greatly improve the focus of your talk.

Previewing Slides

Slide viewers will be located in the Speaker Ready Room, Room 37 of the Washington Convention Center. Speakers may preview slides during the following hours: Monday, 27 May, 2:00 P.M.-7:00 P.M.; Tuesday, 28 May through Thursday, 30 May, 7:00 A.M.-6:00 P.M.; Friday, 31 May, 7:00 A.M.-12:00 P.M.

Assemble your slides in one of the carousel trays provided for your convenience. In the session room, place the carousel (**labeled with your name and paper number**) on the slide projector just prior to your presentation. After the presentation, you must remove the slides and leave the carousel tray on the projector cart, or return it to the Speaker Ready Room.

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 from 1215h-1315h.