

# 2002 FALL MEETING

## GUIDELINES FOR ORAL PRESENTATIONS

### 1. 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.
- 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.
- Use the public address system and speak into the microphone 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 speaker's podium.

### 2. AUDIO VISUAL EQUIPMENT

#### **[NEW INFORMATION—PLEASE READ!]**

**NOTE: 35mm slide projectors are no longer provided in meeting rooms.**

Slide projectors are available only upon request for a fee of \$25.00 each.

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

- 1 - computer projector\*
- 2 - overhead projectors
- 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 equipment order by 15 November 2002.**

If you have questions, please contact the AGU Meetings Department at +1-202-777-7332, or by e-mail at: [mtaylor@agu.org](mailto:mtaylor@agu.org) to receive further information on audio-visual.

#### **A. Electronic Presentations Using a Computer Projector**

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 113 of the Moscone Convention Center, in advance of your talk, preferably 24 hours in advance or earlier.**

**Speaker Ready Room Hours:**

- Thursday, 5 December, 2:00 P.M.-7:00 P.M.
- Friday, 6 December through Tuesday, 10 December, 7:00 A.M.-6:00 P.M.

**Speaker Ready Room Procedures:**

- Take your presentation to the media technician in Room 113 of the Moscone Convention Center.
  - The technician will supply labels so that you can properly label your presentation with your name and paper number (please supply a separate media type for each presentation – see list of acceptable media types below). ALL media will be dropped off for processing, so you will be leaving your memory cards, etc. for up to 24 hours.
  - The technician will log in your presentation for processing, which will take up to 24 hours.
  - You will schedule a time to return to the Speaker Ready Room to review your presentation; please allow the technicians adequate time to process 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 before your scheduled presentation time.
  - Once the presentation has been loaded, there will be limited opportunities to make changes. Changes for A.M. sessions are allowed until closing time the day before. Changes for P.M. sessions are allowed until 11:30 A.M. the day of the presentation.
  - Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops, etc.
- **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 XP
- Office Suite: Microsoft Office XP SP-2
- Operating System: Windows 98 Second Edition
- Web Browser: Internet Explorer 5.5 SP-2
- Plug-Ins: QuickTime 6\*; Adobe Acrobat 5.05
- Video Playback: Windows Media Player 8; QuickTime 6\*
- PDF Reader: Adobe Acrobat 5.05
- Unix Users: Bring HTML Files or Adobe Acrobat 5.05

\* ALL QuickTime users should make sure to submit their presentation AT LEAST 24 hours in advance, due to additional processing time required.

**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)
- Floppy (if multiple floppies for PowerPoint, please use Pack and Go)
- Memory Cards - Memory Stick, MicroDrive, Secure Digital (SD), Multimedia (MM), Smart Media (SM), Compact Flash (CF)
- USB Mini Drives - Any brand as long as they do NOT require drivers.

\* Each media type submitted should have only the files needed for the presentation; please supply a separate media type for each presentation. ALL media will be dropped off for processing, so you will be leaving your memory cards, etc. for up to 24 hours. Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops, etc.

## Hardware

- Processor: a minimum Pentium III 750 MHz
- Memory: minimum of 256 MB
- Video: 1024 x 768 at 24-bit color depth

***While every effort is made for your electronic presentation to run successfully, we do recommend that you have a backup of your presentation ready in the form of overhead transparencies.***

## 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 5.05.
- **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.
- **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. Preparation of Presentation Graphics

**NOTE: 35mm slide projectors are no longer provided as standard equipment.** Slide projectors are available upon request for a fee of \$25.00. **Please use the "Additional Audio Visual Equipment Order Form" to place your order by 15 November 2002.**

Graphics (viewgraphs, slides, Power Point slideshows) 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 1 or 2 minutes of presentation.
- 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, 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 graphics 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 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.

### **Previewing Power Point or Other Electronic Presentations**

Read section 2.A. above, "Electronic Presentations Using a Computer Projector," for details on Speaker Ready Room procedures and acceptable software and media types.

### **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.

### **Previewing Slides (35mm Projector No Longer Provided as Standard Equipment)**

For presenters who place a special order for the use of a 35mm slide projector (**no longer provided as standard equipment**), a limited number of slide viewers will be located in the Speaker Ready Room, Room 113 of the Moscone Convention Center. Assemble your slides in one of the carousel trays provided. 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.