2002 OCEAN SCIENCES MEETING

GUIDELINES FOR ORAL PRESENTATIONS

1. General Information

With submission of your abstract to the 2002 Ocean Sciences 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.

Each oral meeting room will be equipped with one computer projector, one 2" x 2" (35-mm) slide projector, two overhead (viewgraph) projectors, and two screens. If you require additional equipment, you will incur a fee. **Please use the Additional Audio-Visual Equipment Order Form.** If you have questions please contact AGU's Meetings Department by **17 January 2002**, at 1-202-777-7332, or by e-mail at: **mtaylor@agu.org** to receive further information on audio-visual.

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. Computer Projector

A computer projector will be available in each oral session room.

Individuals must bring their presentation to the meeting on one of the available formats (below). The presentation must be in the **Speaker Ready Room** a minimum of 24 hours in advance and earlier if possible.

All electronic presentations must be loaded from the Speaker Ready Room. **Personal laptop computers cannot be plugged into the projectors in oral session rooms.** Internet connectivity is not available for oral sessions.

Hardware and Software Options

The things listed below are the only available options.
Unix users must have HTML files or PDF files in Adobe.
Hardware
Processor: a minimum Pentium III with 600Mhz
Memory: minimum of 256 Mbs
Video: 1024x768 at 24-bit color depth

Software
Power Point
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
Internet Speed: NO Connectivity, HTML presentations must be on portable Media
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 for Delivery Files to the Speaker Ready Room;

100MB ZIP and 250MB 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 to 60 minutes to transfer)

Floppy (if multiple floppies for PowerPoint please use Pack and Go)

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 lines. 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 180º 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.

Slide viewers will be located in the Speaker Ready Room. Speakers may preview slides between 1400h and 1900h on Sunday, and 0700h-1900h Monday through Thursday, Friday from 0700h- 1200h. 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.

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.