

Oral presentation guidelines (following guidelines of AGU Fall Meeting 2014)

General

Upload your presentation to the computer in the respective seminar room at least 2 hours before the start of your session.

Personal laptops cannot be used to give your presentation. You must upload your visuals to the provided computer.

Oral presentations last 15 minutes, including 3 minutes for discussion and changeover to the next speaker. Key note presentations last 30 minutes, including 5 minutes for discussion and changeover to the next speaker.

Preparing your presentation

Prepare your presentation in advance so that your ideas are logically organised and your points are clear.

Avoid using small fonts. In general, 28 point and larger fonts will be easy for everyone to read, while anything smaller than 20 points will likely be illegible from the back of the room.

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.

Devote each graphic to a single fact, idea or finding. Illustrate major points or trends, not detailed data.

Table preparation: Do not use more than three or four vertical columns and six to eight horizontal rows. Whenever possible, present data using bar charts or graphics 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. Coloured graphs are very effective.

Consider breaking up a complex slide into a series of slides, to make it more intelligible.

An introducing and concluding graphic can greatly improve the focus of your talk.

Presentation tips

Be considerate of other speakers and the audience by staying within your allotted time. The individual presentation time includes 3 minutes for discussion and changeover to the next speaker. Session chairs will hold you to the allotted time, which is essential to ensure adequate time for questions and discussions.

Please discuss the material as reported in your submitted abstract.

Prepare your presentation in advance so that your ideas are logically organized and your points are clear.

Take time to rehearse your presentation. 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.

Use the microphone and speak towards the audience. Note: when using a microphone clipped to your lapel, it is difficult for the audience to hear if you turn your head away, so please have a copy of your presentation at the podium.