

A SPEAKER'S GUIDE TO GIVING ORAL PRESENTATIONS AT THE GOES USERS CONFERENCE

(updated 16 October 2009)

ORAL PRESENTATIONS

Oral Presentation Format

Please refer to the agenda for your session date and time. Most speakers have 15 minutes for their presentation. With approximately 12 minutes given for the presentation followed by 3 minutes for questions and answers. We will remind you prior to the meeting of the amount of time you will have for your presentation.

Before the conference, please ftp your presentation material to: <ftp://ftp.ssec.wisc.edu/pub/guc6/> then send a notification to mariav@ssec.wisc.edu that you have uploaded your presentation. This should be done **before noon on 30 October**. If you need to upload any corrections, you will need to reload the entire file. We would appreciate having a brief abstract included in your registration for the extended Agenda. If this has not already been done, abstracts can be added by following the link in your registration confirmation email to the "Edit registration" web site. This must be done by 16 October.

Meeting Room Standard Equipment

The meeting room is equipped with the following: one data/video projector, one computer, at least one wired lavalier microphone, one podium microphone, two large screens of appropriate size.

All presentations must be uploaded to the supplied computer no later than the preceding break. It will have the following software installed: Microsoft Windows XP, Microsoft Office 2003 and Office 2007, Adobe Reader 9.x or higher, QuickTime 7.x or higher, Adobe Flash Player 10.x or higher, Internet Explorer 8.x or higher, and Firefox 3.x.

Please note that our computer does not run Microsoft Vista. All presentations should be tested on a Windows XP machine prior to the meeting.

Also, please bring your presentation on one of the following media:

USB hard drive (Pocket Drive, iPod)

USB flash drive

3.5" diskette

CD-ROM, CD-R, or DVD

Note: If your graphics or video clips are not imbedded in your presentation please be sure that you bring them as well.

Note on Mac-produced presentations

If your presentation was created on a MAC and converted to run on a PC please test it before you come to the meeting. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-RW). We

Note: Some of these suggestions are from the AMS guidelines.

have encountered compatibility problems with them. If your presentation was produced on a Mac and it includes embedded video, your video will most likely NOT play automatically on the PC platform. You will need to either convert your .mov files to .avi format or create a link in your slide show to an external .mov file. If you choose the latter, your animation will play in a separate QuickTime window, outside of your PowerPoint presentation. We strongly recommend that you test your Mac-produced presentation on a Windows-based system before arriving at the meeting.

Meeting Room Optional Equipment

If you need video playback equipment, DVD player or an overhead projector etc. please send an E-mail as soon as possible to mariav@ssec.wisc.edu. Please be sure to include your name and session number.

Questions

All questions regarding audio/visual or computer support should be sent via e-mail to mariav@ssec.wisc.edu. Please allow two business days for a response. On-site please stop by the registration desk.

Some Pointers for Your Oral Presentation

Layout

Avoid hand drawn materials. The presentation often has to be viewed from 60 or 70 feet from the screen. Use a heavy line thickness for graphics. Use dashed, dotted or color lines rather than varying line thickness. Use a dark background color and bright colors for the copy. Avoid shades of gray.

Content

Use short crisp text. Avoid using pages from your abstract. Select only key parts of an equation to illustrate a point. Show information piece by piece, building to the conclusion. Use simple diagrams. Plan on one slide for each minute of your talk.

Computer Presentations (much of what is mentioned above also applies here)

Avoid bright red, blue and/or green at the same time. It is difficult for the eye to focus on these color combinations. Too many colors used at the same time confuse the viewer. Follow common associations people have with colors (Red for negative, black for positive). Keep the presentation simple. Too many animations take away from the substance. Simple backgrounds are best. Complex backgrounds take away from the substance.

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