

# Information for Oral Presenters

## Oral Presentation Schedule

Please refer to the program for your session to find the date and time for your presentation. The schedule has a total of 15 minutes for each oral time slot, consisting of 12 minutes for your presentation, followed by 2 minutes for questions and discussion and 1 minute for transition to the next speaker.

Please upload your presentation to the speaker ready room no later than the afternoon before your session, in the case of morning presentations, or the morning before your session in the case of afternoon sessions. The room behind the registration desk will be set up as the speaker ready room, with computers for uploading and reviewing your presentation.

You may upload your presentation before the conference. If you choose this option, please complete your upload by 12 June to allow us time to transfer your presentation to the conference computer. Presentations up to 10 MB in size may be emailed to [icae2014@nwc.ou.edu](mailto:icae2014@nwc.ou.edu). Larger presentations may be submitted using a Dropbox link (or other service) or using anonymous ftp. To upload a presentation ahead of time via anonymous ftp, contact [Ted.Mansell@noaa.gov](mailto:Ted.Mansell@noaa.gov) for instructions.

## Meeting Room Equipment

### *Standard Equipment:*

- 3 Screens of appropriate size
- 1 Computer projector
- 1 Combination pointer and slide change controller
- 1 PC
- 1 Connection for an author-supplied computer (Mac or PC)
- 1 Timer
- 1 Podium lapel microphone
- 1 Session chairman microphone
- 2 Audience microphones

### *Optional Resources*

If you need other resources (e.g., video playback equipment, a DVD player, wireless internet access), please send an email to [mona.springfield@ou.edu](mailto:mona.springfield@ou.edu) to make arrangements for them. A few capabilities, such as wireless internet in the meeting room, will incur a modest charge from the hotel (although wireless internet access in lodging rooms, cafeteria space, and lounge areas is free). In your email, please include your name, co-authors, and your presentation's title.

### *Questions about Audio-Visual*

Before the conference, all questions regarding audio/visual or computer support should be sent via email to [mona.springfield@ou.edu](mailto:mona.springfield@ou.edu). At the conference, please bring your audio-visual questions to the registration desk.

## **To avoid problems with your presentation, please follow these guidelines:**

1. If you do not upload your presentation file before the conference, it must be uploaded in the speaker ready room. You can test and edit your presentation onsite, whether it is uploaded before or at the conference. In a pinch, files can be uploaded in the session room, but this is not advisable.

2. Presentations must be in one of these supported file types: .pdf, .doc, .docx, .ppt, .pps, .pptx, .ppsx, .rtf. Although a Mac may be available, Keynote users are advised to export a Quicktime version. If you are using Microsoft Office to prepare your presentation, we recommend using Office 2010 or 2013.
3. If you bring your presentation to the meeting, you can bring it on a USB flash drive, CD-Rom, or DVD. Zip archives cannot be uploaded in the speaker ready room at the NCED.
4. Audio and video files must be uploaded in the speaker ready room. We recommend .wmv and .avi formats. Other media formats that are supported but occasionally malfunction include: mov, mpg, mpeg, mp3, and rm.
5. Use widely supported fonts, such as Arial, Arial Black, Berlin Sans FB, Calibri, Comic Sans MS, Lucida Sans, Tahoma, Times New Roman, Verdana. Avoid proprietary fonts that may be missing from the conference PCs. If you use an unsupported font, your presentation may suffer from font substitution or missing text, and you may need to spend time in the speaker ready room adjusting fonts.
6. Avoid using transition sounds, and make sure that you don't have your presentation set for automatic slide advancement using a timer. It is best to advance slides "on click".
7. It is highly recommended that you PREVIEW YOUR PRESENTATION IN THE SPEAKER READY ROOM PRIOR TO YOUR SESSION. If at all possible, we recommend doing this the day before your presentation. If this is not possible, please preview it as soon as possible on your presentation day to allow yourself time to fix any problems you find.

**For presentations created on a Mac:**

- We are working to have a Mac available for presenting talks. If none is available, it will be possible to plug your own Mac into the audiovisual console. In either case, be advised that the console is at the back of the meeting room (i.e., not next to the podium). If we provide a Mac, we also will try to provide a wireless control device, but it may be necessary for someone to advance slides for you.
- If you intend to use the conference computer, test your presentation on a Windows PC prior to the meeting.
- If you use PowerPoint, remember that it behaves differently on a Mac and a PC. The three most common problems encountered when moving from Mac to PC are:
  - o Fonts. See #6 above.
  - o Quicktime movies. You can embed and play MOV files in Powerpoint on a Mac, but not so on a PC. To run on a PC you should either hyperlink to the MOV file (which will open the Quicktime player) or convert each MOV file to WMV.
  - o TIFF images. When you copy and paste a picture into PowerPoint on a Mac it is often recognized on a PC as a TIFF image and will not display properly. In most cases this problem can be avoided simply by applying the red eye dropper to each picture while composing the presentation on your Mac. Alternatively, ensure that each embedded picture is a GIF or JPEG or PNG image.
- If you use Keynote, try saving your presentation in Quicktime format as well as PowerPoint. The newest versions of Keynote usually do a remarkably good job of producing Quicktime presentations that play beautifully inside the Quicktime player on a PC. Even when the PowerPoint presentation looks bad on the PC because of special fonts or images, the Quicktime file is likely to look beautiful.
- Be sure to preview your presentation in the speaker ready room to give yourself time to find any problems that occur when using the conference PC. Someone may be available to help fix problems, but this cannot be guaranteed.

## Some Pointers for Your Oral Presentation

### *Format*

- Avoid hand drawn materials.
- Use sans-serif fonts at least 12 points in size for text, axis labels, or numbers to make them easily legible to audience members sitting 60-70 feet from the screen. Labels for tick marks and data should be at least 10 points in size.
- Use a heavy line thickness for important features, such as line plots, regression lines, or drawings.
- To display your data, use colored lines and colored fill wherever it is feasible.
- Avoid a cluttered appearance.
- For multiple data curves on a single plot, make sure that:
  - the line types and/or line colors can be easily distinguished from each other,
  - there is minimal overlap of curves,
  - a legend or label clearly identifies each curve.
- Use bright colors on a dark background color (preferred) or dark colors on a light background color. Avoid light colors on a light background.
- Follow common associations people have with colors (e.g., red or orange for warm, green or blue for cool).
- Keep the presentation simple. Too many animations take away from the substance.
- Simple backgrounds are best. Complex backgrounds take away from the substance.

### *Content*

- Remember that your audience has only 1-2 minutes to process the information on your slide while listening to you. They will learn more from your talk if you make only one main point per slide, the primary exception being a possible summary slide at the end.
- Plan on taking an average of at least one minute per slide in your talk.
- Make any text concise, not wordy.
- Do not show an exact copy of your abstract or paper – fonts are often too small, and wording is not concise.
- Do not copy and paste text from a published journal paper.
- Derivations of equations typically cannot be communicated well in an oral presentation. Reserve such topics for posters.
- Show no more than a few equations on any one slide.
- Select only key parts of an equation to illustrate a point.
- To present complex ideas, use simple, logical steps from one slide to the next to build over several slides to a conclusion.
- Present no more than 3-4 data curves on a single plot.
- Use only simple diagrams

### **POLICY OF NON-COMMERCIAL CONTENT FOR ALL PRESENTATIONS**

Technical sessions at ICAE meetings are intended to be non-commercial. Presenting technical descriptions of systems or data is acceptable, but speakers should not otherwise promote the services or products of their companies as part of their presentation.