

11th EMS & 10th ECAM
12 - 16 September 2011 | Berlin | Germany

Oral presentations – Recommendations

Recommendations by the
Programme and Science Committee (PSC)

Thank you for agreeing to make a presentation at the EMS&ECAM 2011
in Berlin.

PROGRAMME AND SCIENCE COMMITTEE

24 May 2011

Oral Presentations

In the following you will find recommendations related to

- ... *Before you start*
- ... *Preparing the slides*
- ... *Preparing the presentation*

Before you start ...

Consider the following questions:

- **What is the goal of your presentation?**
... present new results, present open questions, new issues, instigate new research, collaboration, ...
- **What is the background of people in the audience?**
- **What are the interests of people coming to the presentation ?**

Preparing the slides

- **Structure your presentation**
... overview – clear sections – concise summary and/or conclusions
- **Use a title for each slide, indicate the current section, indicate how many slides you are going to present**
- **Slides ideally support your presentation**



A mistake often made: putting all text on the slides and read it out to the audience

- **Presentation slides should**
 - Have one message per slide, not five.
 - Not have too many graphics or plots.
 - Have fonts that are readable from the back of a lecture room (not smaller than 18pts).
 - Have a limited number of colours, fonts, etc.
 - Avoid transition gimmicks.
- **Less can be more**
 - Do not use too many slides: for a 12 minute presentation the number of slides should not exceed 15.

Preparing the presentation

- **Plan for time in which you rehearse the presentation**
- **Time: your presentation time normally is 15 minutes**
 - Ideally 12 minutes should be used for the presentation, and 3 minutes left for questions from the audience and discussion.
 - Make a concept: how many minutes do you envision to explain a specific slide?
 - 👉 A mistake often made: half the time is spent on the introduction and background.
- **Be at the lecture room in time to upload your presentation to the computer**
 - An assistant will be present in the half hour before the session starts to assist you in uploading.
- **During the presentation**
 - Turn to the audience, not to the projection of the slides on the wall.
 - Look for eye-contact with the audience to grab attention.
 - Have something in your hands like a pen or the pointer. It prevents for putting your hands in your pocket or do funny things with it.
- **Question time**
 - Try to answer questions to the point.
 - If you do not understand the question ask the chair to help clarify.
 - No one can know everything: if you do not have an answer say so.

For software available on the PCs and further technical details please consult

http://meetings.copernicus.org/ems2011/guidelines/author_guidelines_oral.html