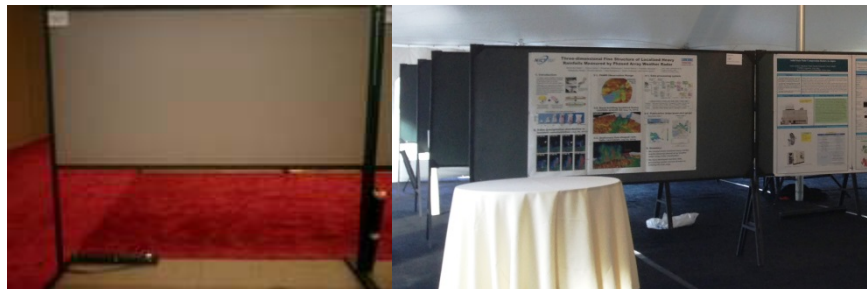


**AMERICAN METEOROLOGICAL SOCIETY**  
**A SPEAKERS GUIDE TO GIVING POSTER OR ORAL PRESENTATIONS AT AMS**  
**CONFERENCES**  
(Updated November 2013)

**POSTER PRESENTATIONS**



**The Poster Session Format**

Please refer to the program for your particular conference for viewing dates and times. The Program General Information will list poster set up and tear down times. Each poster presenter will also receive an email with the set up and tear down times for the conference.

**Poster Display Panels and Support Equipment/Configuration**

The Standard Poster Display is a 4' x 8' (1.2192m x 2.4384m) double-sided Velcro covered panel. These panels have a horizontal orientation. The top edge of the panel is approximately seven feet above the floor. The bottom edge is usually three feet above the floor. The aisle width ranges from 8-10 feet between panels. In Europe the panels are usually 2.5 feet by 3.5 feet with a vertical orientation.

**Mounting of Display Materials**

You can mount your poster with the AMS supplied pushpins, tape or Velcro fasteners.

**Additional Equipment**

Laptops/Computers - Should you elect to bring a laptop or personal computer, a table can be provided for you free of charge. However you must provide your own power supply. AMS will not be responsible for providing presenters with power. Please send an E-mail to [Posters@ametsoc.org](mailto:Posters@ametsoc.org) to request a table. Internet access will NOT available. Please plan accordingly.

**Poster Support Desk**

At the AMS Annual Meeting we operate a poster support desk. This will be located in the Poster Hall. Please stop at this desk if you have questions concerning your poster session. At AMS specialty meetings information concerning your poster can be obtained at the Registration desk.

**Some Pointers for Poster Presentations**

**Large Format Poster Printing**

Many of our authors find that printing a large format poster is now the most convenient way to organize their presentation. Several national companies offer this service. We suggest that you visit either Mega Prints Inc. [www.postersession.com](http://www.postersession.com), Kinko's <http://www.fedex.com/us/office/> or Alphagraphics [www.alphagraphics.com](http://www.alphagraphics.com) for instructions on sending files for large format printing. There may also be a local print shop in your area that offers this service. An advantage of using a national company is that you can have the poster printed for you and waiting for pickup at the meeting site. You won't have to carry the poster on the plane.

## **Formatting Guidelines/Suggestions**

- Place the title at the top center of the poster.
- Use 72 point letters.
- Avoid hand drawn materials.
- Keep it simple.
- Do not post the pages of your paper.
- Make sure it has a logical flow.
- Use color, graphics, charts, and photos.
- Key points should be in large type.
- Do not try to tell the entire story on the panel.
- Save some key points for the one-on-one discussion.
- Check the program for the set up and presentation time for your session.
- Please note that AMS is not responsible for any posters left up after the tear down time.

## **ORAL PRESENTATIONS**

### **Oral Presentation Format**

Please refer to the program for your session date and time. Each author has 15 minutes for their presentation. Approximately 12 minutes is given for the presentation followed by 3 minutes for questions and answers. In some instances, presentations are 20 minutes long. Invited papers are usually 30-45 minutes long. Please check the conference program to confirm the time allotted for your presentation.

### **Session Room AV:**

#### **Standard Meeting Room Equipment**

The standard room set includes:

- 1 Screen of appropriate size
- 1 Data/Video Projector
- 1 AMS Supplied PC Laptop
- 1 Connection for an author supplied computer\*
- 1 Digital Timer
- 1 Podium microphone
- 1 Audience Microphone

\*Authors using their own computer will not be able to avail themselves of the on-site recording program described below.

There will be NO internet access in the meeting room.

### **Meeting Room Optional Equipment**

If you need video playback equipment, DVD player or an overhead projector etc. please send an E-mail to [audio\\_visual@ametsoc.org](mailto:audio_visual@ametsoc.org). Please be sure to include your name, conference and paper number.

#### **Questions**

All questions regarding audio/visual or computer support should be sent via e-mail to [audio\\_visual@ametsoc.org](mailto:audio_visual@ametsoc.org). Please allow two business days for a response. On-site please stop by the registration (specialty meetings) or the speaker ready room (annual meeting).

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

1. Upload your presentation online in advance of the meeting. You can edit it onsite in the speaker ready room (Annual Meeting) or in the Session Room during a break (Specialty Meeting) if necessary, and all files uploaded before the meeting will be inspected by our AV technicians to be sure that they will run smoothly on the rented equipment.

2. Presentation files up to 50 MB in size can be uploaded before the meeting. Files larger than that must be uploaded in the speaker ready room. In a pinch, files can be uploaded in the session room but this is not recommended. Do it early so we can all be sure things will run smoothly in the session room. You can upload your presentation by logging into presenter's corner (<https://ams.confex.com/ams/extra.cgi>) using your Abstract ID and Password.
3. Presentations must be in one of these supported file types: .pdf, .doc, .docx, .ppt, .pps, .pptx, .ppsx, .rtf. If you are using Microsoft Office to prepare your presentation, we recommend using Office 2010 or 2013.
4. If you bring your presentation to the meeting, you can bring it on a USB flash drive, CD-Rom, or DVD. Zip files cannot be uploaded online or in the speaker ready room.
5. 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 will occasionally malfunction include: avi, mov mpg, mpeg, mp3, and rm.
6. 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 might be missing from the rental PCs. If you use a font that is not supported on the rental equipment then your presentation might look bad or you might need to spend a lot of time in the speaker ready room adjusting fonts.
7. Avoid using transition sounds, and make sure that you don't have your presentation set for automatic slide advancement using a timer. It's best to advance slides "on click".
8. YOU MUST PREVIEW YOUR PRESENTATION IN THE SPEAKER READY ROOM (ANNUAL MEETING) or SESSION ROOM (SPECIALTY MEETINGS) 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. We can fix almost anything in the SRR if we have enough time.

For presentations created on a Mac:

- Test your presentation on a Windows' PC prior to the meeting
- If you use PowerPoint, remember that it behaves differently on Mac and PC. The three most common problems encountered when moving from Mac to PC are:
  - Fonts. See #6 above.
  - Quicktime movies. You can embed and play MOV files in Powerpoint for 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 you should have someone (like the AV techs in the speaker ready room) convert each MOV file to WMV.
  - TIFF images. When you copy and paste a picture into PowerPoint on a Mac it is often recognized on a PC as 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. Our AV techs can fix about 98% of MAC to PC issues if given enough time. In most cases, this process takes approximately 10 minutes. However, if you have many audio or video files or serious font problems, it could take much longer.

### **Some Pointers for Your Oral Presentation**

#### **Layout**

- Avoid hand drawn materials.
- Use sans-serif 11 to 14 point fonts for text or numbers. 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, build 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 confuses 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.

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

With the exception of some sessions intended for vendors, technical sessions at AMS Meetings are intended to be non-commercial. Speakers should not promote the services or products of their companies as part of their presentation.