

AMERICAN METEOROLOGICAL SOCIETY
A SPEAKERS GUIDE TO GIVING POSTER OR ORAL PRESENTATIONS AT AMS CONFERENCES

(Updated 18 May 2007)

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.

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 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 session room. 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, Kinko's www.kinkos.com or Alphagraphics 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. Please check the telephone Yellow Pages for additional printing companies. 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.

ORAL PRESENTATIONS

Oral Presentation Format

Please refer to the program for your session date and time. Each author has 15 minutes for their presentation. With approximately 12 minutes given for the presentation followed by 3 minutes for questions and answers. In some instances presentations are 20 minutes long. We will remind you prior to the meeting of the amount of time you will have for your presentation. Invited papers are usually 30-45 minutes long. Your letter of invitation will indicate how much time has been allotted for your presentation.

Meeting Room Standard Equipment

Each meeting room is equipped with the following:

- one data/video projector
- one computer
- one wired lavalier microphone
- one podium microphone
- one screen of appropriate size.
- electronic timer (to be used by session chair to facilitate the session).

We encourage you to use the AMS supplied computer. The AMS computer will have the follow software installed: Microsoft Windows XP, Microsoft Office 2003, Adobe Acrobat 7.x or higher, QuickTime 6.x or higher, Macromedia Flash Player 7.x or higher, and Internet Explorer 6.x or higher.

Please note that the AMS supplied computer does not run Microsoft Vista. All presentations created using PowerPoint 2007 should be saved as a PowerPoint 2003 file or as a .pdf and should be tested on a Windows XP machine prior to the meeting.

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've 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 to 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. Please allow two business days for a response. On-site please stop by the registration (specialty meetings) or the speaker ready room (annual meeting).

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.

Vendor Session Guidelines

Presentations within vendor sessions are intended to provide an opportunity to promote the products and services of their company to the conference audience. Speakers are asked to refrain from negative comparisons with competitor services and products.