

**AMERICAN METEOROLOGICAL SOCIETY**  
**A SPEAKERS GUIDE TO GIVING POSTER OR ORAL PRESENTATIONS AT THE**  
**33<sup>RD</sup> INTERNATIONAL CONFERENCE ON RADAR METEOROLOGY**  
(Updated 11 April 2007)

**POSTER PRESENTATIONS**

**The Poster Session Format**

Please refer to the program for your particular 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 board has a usable space of 7'7" x 3'8" (2.32m x 1.12m) on a double-sided Velcro covered panel. These panels have a horizontal orientation, and are designed for two A0 (portrait format) posters to be displayed side by side. The top edge of the panel is approximately six feet (1.8m) above the floor. The bottom edge is about three feet above the floor.



**Mounting of Display Materials**

You can mount your poster with the AMS supplied tape or Velcro fasteners. Pushpins are not permitted.

**Additional Equipment**

Laptops/Computers - Should you elect to bring a laptop or personal computer, AMS will not be responsible for providing presenters with power or tables for laptop use. Wireless internet access will however be available throughout the Cairns Convention Centre, including the Poster display area. Please plan accordingly.

**Poster Support Desk**

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 [www.kinkos.com](http://www.kinkos.com) 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. Please check the telephone Yellow Pages for additional printing companies.

**Formatting Guidelines/Suggestions**

Preferred poster size is A0 portrait format (approx. 47" x 33"; 118.9cm x 84.1cm)

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. We will remind you prior to the meeting of the amount of time you will have for your presentation. Keynote talks are 25 minutes long, with 5 minutes for discussion.

### **Meeting Room Standard Equipment**

Each meeting room is equipped with the following:

- one high-range data/video projector
- one computer networked for projection
- one connection for author supplied computer
- one radio/lapel microphone
- one podium microphone
- one screen of appropriate size
- overhead projector
- electronic timer

We encourage you to use the supplied computer. The on-site presentation computer runs Microsoft XP Pro and MS Office 2003, Adobe Acrobat 7 or higher, Macromedia Flash Player 9 and Internet Explorer 7. Please bring your presentation to our staff in the meeting preparation room, on one of the following media:

- \* USB hard drive (e.g. Pocket Drive, iPod)
- \* USB flash drive
- \* CD-ROM, CD-R, or DVD

Note: If your graphics or video clips are not embedded in your presentation please be sure that you bring them as well. Please remember to bring a back up set of transparencies. 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.

### **Note on Mac-produced presentations**

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 Meryl Wiseman at [m.wiseman@bom.gov.au](mailto:m.wiseman@bom.gov.au)

Please be sure to include your name and the paper number.

## Questions

All questions regarding audio/visual or computer support should be sent via e-mail to Meryl Wiseman at [m.wiseman@bom.gov.au](mailto:m.wiseman@bom.gov.au)

Please allow two business days for a response. On-site please stop by the Registration.

## Important

If you plan to bring your laptop or any electrical equipment with you to the meeting, please make sure you have the correct adapter. Foreign Adapter Plug "C" adapts outlets in Australia and New Zealand and can be purchased at most electronics stores.

### **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.