

**AMERICAN METEOROLOGICAL SOCIETY**  
**A SPEAKERS GUIDE TO GIVING POSTER OR ORAL PRESENTATIONS AT AMS CONFERENCES**  
(Updated 8 February 2008)

**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**

\*Poster boards for this meeting will be 155cm in height and 140cm in width. Please plan your poster to take advantage of this space. Note that this size and shape is unique to the 18BLT meeting location and is not the standard American poster board size or shape.\*

**Mounting of Display Materials**

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

**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* be available for this meeting. Please plan accordingly.

**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**

- 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**

## **Uploading Your Presentation**

Due to the international location of this meeting, we are unable to accommodate presentation uploads in advance. All presentations must be uploaded on-site in the session room to which your talk is assigned. Please upload your presentation and test it during a scheduled break several sessions in advance. This will keep talks running efficiently within their scheduled time and will help catch any unexpected technical errors in advance.

## **Recording of Oral Presentations**

Due to the international location of this meeting, presentations will not be recorded.

## **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.

## **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.

We encourage you to use the AMS supplied computer. The AMS computer will have the following 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 memory stick
- 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. Mac users must bring your own Mac and an adapter for a Swedish standard main connection.

### **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.

### **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.