

EMS Annual Meeting

Oral presentations: Recommendations


Thank you for agreeing to make a presentation at the
EMS Annual Meeting
– European Conference for Applied Meteorology and Climatology 2017

Recommendations


A. BEFORE YOU START consider the following questions:

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

B. PREPARING THE MATERIAL FOR YOUR PRESENTATION

- **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 on the top of the slide.
- **Slides ideally support your presentation**
 A mistake often made: putting all text on the slides and reading it out to the audience
- **Presentation slides should**
 - Have one message per slide, not five.
 - Not have too many graphics or plots (at most four); legends should be readable.
 - 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. Rule of thumb: „**One slide per minute**“.

C. PREPARING THE PRESENTATION

- **Rehearse your presentation**
- **Time:** your presentation time **normally is 12 minutes plus 3 minutes for** questions from the audience and discussion
 - Make a concept: how many minutes do you plan to explain a specific slide? A mistake often made: too much time is spent on the introduction and background.
- **Be in 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. For the first morning session starting 9:45, an assistant will also be available **from 8:40am to 9:00am.**

Oral presentations: Recommendations

▪ 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 putting your hands in your pocket or do funny things with them.

▪ 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 computer and further technical details, please consult:

http://www.ems2017.eu/guidelines/author_guidelines_oral.html

Please note that Mac Software is not available on the PCs.