

Guidelines for Oral Paper Presentations

Planning:

- In addition to the body of the talk, present an introduction and a summary or conclusion. Include only information or data that can be properly explained. It detracts from the quality of a presentation to flash numerous graphs, equations, or tables on the screen in rapid sequence in an effort to squeeze a presentation into its allotted time.
- **There is NO EXCUSE for Using More than Your Allotted Time.** Rehearse your presentation several times, projecting slides and doing anything else you would otherwise expect to do at the meeting. It is a discourtesy to your audience, the Session Chair, and the other speakers to exceed your allotted time. The Session Chairs are instructed to adhere to the printed schedule for the session.

Visual Aids (Good Practice):

- Put no more than 12 lines of text or 4 curves on any slide.
- Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.
- Show no more than 1 slide per minute of speaking time. This means approximately 10-12 slides MAXIMUM for the 12 minutes presentation at the symposium. Remember, the last three minutes of the presentation are for questions from the audience.
- Makes the letters on your slides BIG ENOUGH. If you can't read an unprojected 35 mm slide, then the letters are too small. For vuegraphs, the letters should be at least 6 mm high.
- Keep the material on vuegraphs within the illuminated area provided by most overhead projectors, normally 18 X 23 cm.
- Sequentially number all slides in the lower left hand corner of the mount, on the side which reads correctly when viewed by hand.

Presentation:

- Arrive 10-15 minutes early to the session to meet the Session Chair and projectionist, to check your slides in the projector and/or familiarize yourself with the computer setup, microphone, slide controls, optical pointer and other equipment. You waste precious time and distract from your presentation when you fumble or misuse A-V equipment.
- Your audience needs time to interpret the slides you project. While you are familiar with the data displayed, the audience is not. Describe the abscissa, ordinate, units, and the legend of each curve.
- When you display a curve, tell the audience what they should be looking for in order to grasp the point you are trying to make. The audience will not have time to figure it out for themselves.