

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

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**.

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- **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 the conference page.

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