



Information and Guidelines for Oral Presenters

This document includes the following topics:

1. organizing your presentation
2. developing PowerPoint slides
3. uploading your presentation before the meeting
4. delivering your presentation

Questions?

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Organizing Your Presentation

- Select and arrange the major points in logical order
- Avoid excessive technical details and extensive literature citations; the presentation should explain the work in simple, general terms wherever possible
- Avoid the use of abbreviations
- Avoid the use of too many numbers and statistics

In general, the presentation should explain:

- The purpose of the work
- A brief review of the methods of investigation used
- The results obtained
- The conclusions drawn
- Suggestions as to further work

The presentation should not report:

- Historical information unless absolutely necessary
- Literature references
- Previous work or details of experimental procedures
- Intermediate results
- Details of negative findings unless they are absolutely essential to the argument

Developing PowerPoint Slides

Slide Format and Content

All slides must be in horizontal (landscape) format. Most conference rooms and screen dimensions are too low to accept a vertical format.

Prepare slides that support and supplement, not simply duplicate, what you are saying.

Design slides specifically for an oral presentation. Slides prepared for journal or book publication are seldom effective and often not legible.

Do not leave a slide on the screen after you have referred to it. Avoid this by inserting blank slides between slides where appropriate.

No commercial activities or any advertising may be included in the presentation.

Resolution

Maximum resolution is 1024x768 pixels.

Color

A high contrast between the lettering and the background is important. Use a blue background with white or yellow text. Other color combinations are possible but generally less successful. Where two or three graphs or block diagrams are presented on one side, contrasting colors are helpful.

Lettering

Lettering should not be less than 1/40th of the height of the effective area of the slide. Limit the number of words and lines to a maximum of 6 words in the title, 6 lines in height, and up to 7 words in each line.

Select and Simplify

Each slide should cover one or two points. The slides should be cleared of data not pertinent to the presentation. Arrange the data to fill the projection field. Keep the content of a slide simple, clear, and readily understandable. For clarification of a complex item use a series of slides to explain the idea step by step. A series of such slides is also used in summarizing the presentation and adds to the impact of the conclusion.

Text

Text slides are appropriate for introducing the objectives of a study, definitions or quotations, chemical formulae, and the summary.

Tables and Figures

Tables and figures designed for publication are typically unsuitable for projection. Details are often too many and too complicated to be recognized by an audience in the limited length of time a slide is shown. Parts of the lettering and drawing often become illegible when projected. Prepare your data specifically for slide projection. Limit the number of columns to 4 and lines to 7.

Graphics

Choose the type of graphic most suitable for the variables concerned. There are numerous alternatives. Include statistics only when relevant. Use the same design and labeling in all related charts or diagrams. The uniformity in layout helps the audience to reach rapid orientation and understanding.

- Pie charts illustrate the division of a whole into parts.
- Column or bar charts illustrate comparisons between groups. Limit the number of columns to 5-7.
- Use colors or shadings to differentiate columns. Columns should not be separated by the same space as their width.
- Line graphs express changing relations, especially changes against time. Limit to 2-3 curves.
- Scatter diagrams illustrate the degree of co-variation or distribution in compared groups.
- Flow charts illustrate successive stage of an experimental procedure or the interaction and balance of several variables in processes.

Uploading Your Presentation

[Watch for presentation upload instructions via email](#)

Presenters will be emailed uploading instructions by The Conference Exchange (aka “Confex,” our conference recording company), approximately three weeks prior to the meeting.

[Upload a draft presentation before the meeting](#)

You are strongly encouraged to upload your draft presentation through the password-protected form that Confex will provide a minimum of three days prior to the meeting. This will ensure that even if you misplace your laptop or memory stick you will still have slides available when you arrive. It also gives Confex time to inspect your presentation and ensure that it will run satisfactorily at the meeting. You may make changes to your slides, or upload a new version after you arrive at the meeting in the Speaker Ready room.

[Upload a final version onsite in the Speaker Ready Room, if necessary](#)

If you are not arriving at the meeting until shortly before your session starts, you can load the final version of your talk into the Confex presentation management software in the speaker ready room or the meeting room – but we do not recommend waiting that long. Get at least a draft on the system earlier so the Confex technicians can make sure that it will work properly on the PC in the meeting room.

Delivering Your Presentation

[Presentation Schedule](#)

The date and time of your oral presentation will be announced in your abstract acceptance letter.

[Guidelines for Delivery](#)

- Practice your delivery, first alone, then before colleagues. Ask for suggestions on improving the organization, slides, and delivery.
- Rehearse to ensure the time limit of 15 minutes is not exceeded (10 minutes for presentation plus 5 minutes for discussion)
- Present your paper; do not read it.
- Speak slowly and to the audience, not the screen.
- Allow the audience time to read the text on the slides.
- Delivering a presentation, without referring to the written text, is encouraged in the interest of a livelier presentation.
- During the discussion period, repeat the question before responding so that the audience will understand the response.