

General Presentation Guidelines

Guidelines for the platform/oral and poster presentations are listed below. Note that the all presentations should be in English. The organizing committee will be available to help answer any questions that you may have. If any questions or problems arise, please contact David Alvarez (dalvarez@usgs.gov or 573-441-2970) as soon as possible.

Poster Presentation Guidelines

To minimize space requirement we would like the maximum size to be 4ft X 6ft. However, if you have one that is already put together for another meeting and is a different size, let us know. We may be able to accommodate other sizes on a case by case basis. Please use the SETAC poster guidelines listed below.

One author of each poster abstract is responsible for the proper assembly, mounting, and presentation of his/her poster. **Presenters will be allowed to begin mounting their display prior to the beginning of that day's session.** Posters will be left up for the entire day and must be removed immediately at the end of each day.

Suggested Guidelines:

1. In the planning of your poster presentation remember that the poster will be available for viewing and discussion for several hours. Posters should be readable from five feet away. The poster should be understandable without oral explanation.
2. When planning your poster presentation, aim for clarity and simplicity. Make an initial rough layout, keeping in mind the proportions of figures, tables, and text. Try to maintain a balance of utilizing approximately 50% of the poster board area.
3. A good poster should be like a good paper. However, **avoid displaying a short manuscript.** Be clear and concise in all statements. Include your objective, the design/methods, the results and conclusion. The objective of the work should be stated. Experimental details should be concise. Tables and conclusions should be clearly stated.
4. Should circumstances prevent you from making your presentation, please arrange for a substitute to present your paper or let the workshop organizers know as soon as possible.
5. Presenters are expected to attend their poster during scheduled sessions to discuss their work with attendees visiting their poster.

Platform/Oral Presentation Guidelines

Presenters are required to use digital projection of a PowerPoint presentation. **PowerPoint presentations should be prepared for use with PowerPoint 2003 in a PC compatible format.** If you have developed your presentation with an earlier version of PowerPoint, or have developed it on a Macintosh platform, it SHOULD project properly, but we encourage you to preview it on a PC with PowerPoint 2003 BEFORE arriving at the meeting to ensure that it will project properly.

The presentation of a slide talk or computer presentation is quite different from the presentation of the same information in a journal article. Keep in mind that in a slide presentation, you have only 20 minutes including Q&A.

1. Prepare your slide to communicate ideas, not details. If attendees want details, let them ask you in the Q&A period.

2. A table in a published article is much too detailed for a slide presentation. Take the time to think through what conclusion you want to present from the table and present the least amount of material you can to communicate that idea. A graph or photograph may better communicate your data.
3. A slide presentation should include a title slide, a slide stating the question or hypothesis to be addressed, and a slide describing the overall approach you used to address the question. A "methods" slide should be included but should never include the details of the method unless the purpose of the talk is to describe the method. The next several slides should present the results obtained, and a final slide should give the conclusions of the study.
4. Review your presentation on a different machine from which it was originally prepared to ensure the backgrounds, transitions, video clips, graphics, and linked images appear properly.

Instructions for Giving a Platform Presentation:

Presenters in all Annual Meeting sessions are required to use digital projection of a PowerPoint presentation.

1. Before the start of the meeting that day or during one of the breaks, introduce yourself to the chairperson and provide appropriate information to him/her for your introduction. Give the chairperson your presentation on CD or memory stick to be loaded on to the computer controlling the presentations.
2. If possible, send your presentation to David Alvarez (dalvarez@usgs.gov or by mail, David Alvarez, USGS-CERC, 4200 New Haven Road, Columbia, MO 65201) prior to the meeting to be preloaded on the computer. **Please bring a backup of your Power Point presentation to the meeting on a USB Memory Device or CD.** It is highly recommended if you are a Macintosh user to test your presentation on a PC to verify it converts to WINDOWS format accurately. There will NOT be any MAC equipment available.
3. Schedule. **You have been allotted a total of 20 minutes, including discussion for your presentation.** The chairperson has been instructed to require all speakers to adhere to this limit: fifteen minutes for the presentation, five minutes for discussion.
4. Should circumstances prevent you from making your presentation, please arrange for a substitute to present your paper or let the workshop organizers know as soon as possible.