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 presentatio**n

  ✋ 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.

- **Upload your presentation** as live presentation file to the conference page **at least 24 hours in advance** of the start of the session.

Oral presentations: Recommendations

- **During the ONSITE 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.

- **For the ONLINE presentation**
    - Consider in advance your video background when you will be presenting, and whether it is appropriate for a public audience.
    - Be in the Zoom meeting room at least 15 minutes before the start of the session.

- **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.