

**ATMO 489 RADAR METEOROLOGY**  
**Project Presentation Guidelines**  
November 17, 2006

(Portions are summarized from the AMS “A *SPEAKERS GUIDE TO GIVING POSTER OR ORAL PRESENTATIONS AT AMS CONFERENCES*” found at the following web page: <http://www.ametsoc.org/meet/speakersupport.pdf> )

DUE DATE

- Monday, 27 November during lab period (11:30 AM – 1:30 PM, Rm TBD, but probably in our classroom, Rm 1210).
- Each group must e-mail or hand deliver (e.g., memory stick, CD-ROM) their project presentation to Dr. Carey ([larry\\_carey@tamu.edu](mailto:larry_carey@tamu.edu)) by 10:00 AM on Monday, 27 November.
- This is a team effort. All team members must contribute to data analysis and creation and delivery of the project presentation.

Format

- Use Microsoft PowerPoint (or equivalent) to generate a computer based slide show of your project (file type: PPT). From this software, create a PDF version of your slide show since it is the most portable format. E-mail or hand deliver to Dr. Carey your PPT **and** PDF files. If you are unable to generate PDF, just deliver your PowerPoint (PPT) file. If you are not using PowerPoint, be sure to deliver a PDF file.
- All group project PDF files will be posted on the class web page for viewing.
- We will use PPT from my laptop during the presentation if we are in Rm 1210. If we present in Rm 1201, we will view PDF files off of the class web page.

Content

- The presentation period of *15 minutes* is similar to a professional conference. Each team has 15 minutes total to speak. You should be wrapping up by about 12 minutes. We will have about 5 minutes for questions and change over between groups.
- The team must share presentation responsibilities. Each team member should have a few slides for which they are responsible to present.
- You should plan for about 1 slide per minute on average. Of course, some slides take more time and some less, depending on content amount and complexity.
- Your oral presentation should have the following general components and *approximate* number of slides. Each presentation will vary in the exact number and type of slides.
  - Title (1)
  - Overview (1)
  - Background (1-3)

- Data and Methodology (1-3)
- Results (5-10)
- Summary and Conclusions (1-2)
- You should use font sizes that are visible from the back of the room (i.e., typically a *minimum* of 16 point font but bigger is better).
- Use short crisp text.
- Color is good but it can be overdone. Too much color can confuse your audience.
- Keep the presentation simple. Animations are fine but do not overdo it with too many.
- Simple backgrounds are best. Complex backgrounds can take away from the substance.
- Show information piece by piece; build to the conclusion.
- When possible, use simple diagrams

### Style

- Practice your presentation. You should have already carefully thought through the purpose of each slide and decided the general point(s) you want to convey. You don't want to sound scripted (notes are OK) but you do want to be polished.
- Keep your presentation pace steady (not too slow but not too fast) because your audience will be able to understand you better.
- Use a laser (or stick) pointer to highlight key features in your graphics
- Avoid reading your text directly.
- Avoid staring at the projector screen for extended periods. Make at least occasional eye contact with your audience. This will engage your audience and help you judge if they are following you.
- Be animated (hand motion, change in speaker position, change in tone of voice during key sections) but don't overdo it. If you are moving too much, it can be distracting. On the other hand, if you are a statue reading your slides, then your audience may not pay attention.