Presentation Guidelines and Tips for the 2023 DDA Meeting

Guidelines and Tips for Posters

- All posters **must be uploaded in PDF form to Mira**
    - STEP 1: Go to the DDA abstract site [1]
    - STEP 2: Log in using your AAS Login information.
    - STEP 3: Click Submitter Home
    - STEP 4: Under the Abstracts Section, you will see the upload option, Select Upload Poster Preview
        - A) Select the file you want to be viewed in the Block Schedule details, this file should be a PDF of your poster.
        - B) Next, Add a thumbnail Image of your poster, this will appear next to your presentation in the block schedule, so attendees know you have uploaded a poster to view.
        - C) You will be given the option to view the file or if needed, replace the file once you have uploaded it.
    - If you have any technical difficulties, please email Sherrie Brown (sherrie dot brown at aas dot org)
    - Please do this by Friday, May 5th, so that the content is available to remote attendees for the length of the meeting
    - We will not display posters in the poster hall if they have not been uploaded to Mira.
- Please also post your poster to **your session's Slack channel**. If authors do not do this, session chairs will do so.
- Optional: Meeting organizers will be glad to put up posters on behalf of remote attendees — please contact SOC Chair Matt Tiscareno (matt@seti.org [2]) if you would like to discuss options for getting a hardcopy of your poster to us
- All posters will be featured during the Tuesday and Thursday afternoon poster sessions

- Poster presenters are welcome to participate in Poster Pops, during which each presenter will be given **one minute** to advertise their poster using a single slide

    - Slides for Poster Pops must be uploaded to FileDepot **the day before the session**, so that the meeting organizers can compile all slides into a single presentation

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- Discussion of all posters will also take place throughout the week on Slack

- It is helpful and effective for in-person presenters to stand at or be near your poster during the featured poster sessions
- Your poster must fit within the 44" x 44" display area provided
- Tips
    - Poster Presentations - Designing Effective Posters [3]

    - Epic Fail: What a Perfectly Putrid Poster Can Do for You [4]

Timing Details for Talks

- Contributed Talks

    - Please aim to talk for eleven to twelve minutes, thus allowing three to four minutes for open discussion/Q&A

    - You will be provided with a warning when ten minutes have expired

- Invited Talks
    - Please aim to talk for twenty minutes, thus allowing five minutes for open discussion/Q&A
    - You will be provided with a warning when eighteen minutes have expired
- Prize Talks
    - Please aim to talk for forty-five to fifty minutes, thus allowing ten to fifteen minutes for open discussion/Q&A
    - You will be provided with a warning when forty minutes have expired

Guidelines and Tips for Talks

- Discussion of all talks will also take place throughout the week on Slack
- Further guidelines for **in-person presenters**:
    - A laser pointer and slide advance clicker will be provided
    - The preferred option is for you to upload your slides to us, and to give your presentation on the computer installed in the room; this computer is a Dell that works best with PowerPoint and PDF, but which can also work with Keynote.
        - Each presenter should receive an MSU FileDepot Drop-off request email and should upload their slides following the instructions in that email — please contact LOC Chair Seth Jacobson (seth@msu.edu [5]) if you do not receive this email or need it sent again
        - Those who are uploading slides should complete their upload the day before their session
        - Those who have uploaded slides are encouraged to test them on the computer installed in the room, prior to the start of the session (before start of the day, during the coffee break, or lunch)
    - It is also acceptable to hook your own laptop up to the projector, instead of uploading your slides as above
        - In order to use this option, it is essential that you give your talk while sharing your screen on Zoom, so that remote attendees can view your slides
        - Those who use this option are required to test their equipment, including Zoom functionality, prior to the start of the session (before start of the day, during the coffee break, or lunch) with your session chair
        - Please come forward with your equipment (already logged into Zoom) during the previous speaker's Q&A, to set-up as directed by the session chair
- Further guidelines for **remote presenters**:
    - Please verify before your session that your Zoom software is updated, and that Zoom has access to your camera and microphone (and screen sharing, if desired)
    - We suggest uploading a recording of your main presentation, in order to guard against connectivity problems during your speaking slot

        - Each presenter should receive an MSU FileDepot Drop-off request email and should upload their recorded talks following the instructions in that email — please contact LOC Chair Seth Jacobson (seth@msu.edu [5]) if you do not receive this email or need it sent again
        - Those who have uploaded a recorded talk are encouraged to contact SOC Chair Matt Tiscareno (matt@seti.org [2]), informing him of the completed upload and asking him to test that the video works
        - Those who are uploading a recorded talk are **strongly encouraged to allow time for Q&A and to be available live via Zoom for the Q&A**
    - Remote presenters may choose to present their slides live via Zoom, or to have us play their recorded presentation; however, see connectivity disclaimer below

        - If you choose this option, then please see the above guidelines for in-person presenters with regard to uploading and testing your slides

- PLEASE NOTE: We **cannot delay the meeting schedule** for the following:

    - Technical difficulties for presenters showing slides on the room computer who did not upload their slides to FileDepot **the day before their session**

    - Technical difficulties for presenters using their own equipment who did not fully test their talks on the A/V system **before the start of their session**

    - Technical difficulties for presenters who did not test their uploaded slides **before the start of their session**
    - Connectivity difficulties for remote presenters (please consider uploading a recorded talk in order to mitigate this possibility)

    - Zoom difficulties for remote presenters (please test your Zoom system beforehand)

- Tips

    - When preparing your presentation, we suggest approximately one slide per minute

    - Slides should be uncluttered and easy to read

    - Practice a few times so the presentation fits comfortably into the allotted time

    - Speak your science: How to give a better conference talk [6]

Source URL: https://dda.aas.org/meetings/2023/presentation-guidelines-and-tips

Links
[1] https://submissions.mirasmart.com/DDA54/Splash.aspx
[2] mailto:matt@seti.org
[3] https://research.lib.buffalo.edu/poster-presentations
[4] https://eos.org/opinions/epic-fail-what-a-perfectly-putrid-poster-can-do-for-you
[5] mailto:seth@msu.edu
[6] http://www.planetary.org/blogs/emily-lakdawalla/2018/0206-speak-your-science.html