

## Presentation Guidelines and Tips for the 2024 DDA Meeting

### Guidelines and Tips for Posters

- Please upload your posters. See this [pdf](#) [1] for instructions.
  - If you have any technical difficulties with uploading your poster, please email Sherrie Brown (sherrie dot brown at aas dot org)
  - Please do this by Sunday, May 12th, so that the content is available for the poster session.
- 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 Smadar Naoz ([snaoz@astro.ucla.edu](mailto:snaoz@astro.ucla.edu) [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 the **Poster session on Thursday**, during which each presenter will be given **one minute** to advertise their poster using a single slide
- 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 **fifteen minutes**, thus allowing three minutes for open discussion/Q&A
  - You will be provided with a warning when 13 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
  - It is preferred for you to hook your own laptop up to the projector
    - It is essential that you give your talk while sharing your screen on Zoom, so that remote attendees can view your slides
    - Please test your 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
  - If you prefer not to use your own laptop, please [upload your slides here](#) [5]. Please contact Matt Tiscareno if you need the password, or otherwise have trouble with this.
- 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)
- 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/2024/presentation-guidelines-and-tips>

### Links

- [1] <https://dda.aas.org/sites/dda.aas.org/files/2024meeting/DDA55PosterUploadInstructions.pdf>
- [2] <mailto:snaoz@astro.ucla.edu>
- [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] <https://www.dropbox.com/request/tLtn6T2q0k4sRsanagM3>
- [6] <http://www.planetary.org/blogs/emily-lakdawalla/2018/0206-speak-your-science.html>