# 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 [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 slid

- 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/DDA55PosterUpload Instructions.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