Presentation Guidelines and Tips for the 2025 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 18th, 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.
- All posters will be featured during the Tuesday afternoon poster sessions
- 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 4' by 8' display area provided
- Tips
    - Poster Presentations - Designing Effective Posters [2]
    - Epic Fail: What a Perfectly Putrid Poster Can Do for You [3]

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
- 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 [4]

Source URL: https://dda.aas.org/meetings/2025/presentation-guidelines-and-tips

Links
[1] https://dda.aas.org/sites/dda.aas.org/files/2025meeting/DDA56PosterUploadInstructions.pdf
[2] https://research.lib.buffalo.edu/poster-presentations
[3] https://eos.org/opinions/epic-fail-what-a-perfectly-putrid-poster-can-do-for-you
[4] http://www.planetary.org/blogs/emily-lakdawalla/2018/0206-speak-your-science.html