Presentation Guidelines and Tips for the 2026 DDA Meeting

Guidelines and Tips for Posters

- If you would like to be able to briefly advertise your poster with a Lightning Talk prior to the Poster Session please **upload your poster here** [1].
    - Please do this by Sunday, June 21st at 8pm CDT so that the content can be collated and displayed in the Lightning session.
- Please also post your poster to **the #posters Slack channel**, and monitor the post for questions throughout the meeting.
- Discussion of all posters will also take place throughout the week during coffee breaks and on Slack

- It is helpful and effective for in-person presenters to stand at or be near your poster during the featured poster session Tuesday evening.
- Your poster must fit within the **66.75"h x 49.5"w** display area provided
- Tips
    - Poster Presentations - Designing Effective Posters [2]
    - Epic Fail: What a Perfectly Putrid Poster Can Do for You [3]

Guidelines for In-Person Talks

Slide upload options:

For your convenience, we will be giving all speakers the option to either present from their own laptop, or upload their slides ahead of time and present using DDA-provided equipment. Your options are as follows:

1. (Preferred) Upload your slides here [4] no later than Sunday, June 21 at 8:00PM CDT. A member of the LOC will be available at the front of the presentation hall for 30 minutes before the start of each session if you would like to test your presentation.
2. Bring your presentation to the meeting on a USB flash drive, and a member of the LOC can assist you in uploading your talk during one of the breaks.
3. Bring your presentation on your own laptop. If you choose this option, *you must*: (1) communicate your intentions to present from your own machine to your session chair ahead of time and, (2) meet with your session chair or the LOC representative running A/V for your session to ensure that you are logged into the zoom, muted, and your screen share is operating properly.

If you fail to upload your talk or ensure you are properly connected to zoom ahead of time we will not delay the meeting schedule.

Slide format:

For uploaded presentations, Keynote or PowerPoint are preferred, though we will also accept PDF. For best results we recommend building your deck in 16:9 widescreen format.

Talk length:

Contributed talks are 12 minutes, plus 3 minutes for questions. Your session chair will notify you when you have 2 minutes remaining, again when you have 1 minute remaining, and your talk will be

cut off at the 12-minute point. Invited talks are either 15 minutes or 17 minutes, plus 3 minutes for questions. Prize talks are 45-50 minutes, plus 10-15 minutes for questions.

Additional Tips:

Speak your science: How to give a better conference talk [5]

Guidelines and Remote Talks

We ask that remote presenters be logged in to the meeting zoom before the start of their session. If you would like to test your slides and audio (preferred), please be logged with*in the 30 minutes prior to the start of your session* (i.e. before the start of the meeting, in the break proceeding your session, or the last 30 minutes of lunch depending on when your talk is scheduled). A member of the LOC will be in the zoom and can help you verify everything functions properly. When it is time for your talk, please unmute yourself and share your screen.

If you encounter any difficulties connecting, please reach out to the session Slack chair on Slack, or contact Matt Clement [6].

Source URL: https://dda.aas.org/node/185

Links
[1] https://jhuapl.app.box.com/f/3ca6f86913d34ab582c9889e7bb9cd1b
[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] https://jhuapl.app.box.com/f/122b942fcbfc42639c11e90d58374619
[5] http://www.planetary.org/blogs/emily-lakdawalla/2018/0206-speak-your-science.html
[6] mailto:matt.clement@jhuapl.edu