

THE FIRST INTERNATIONAL CONFERENCE ON ENVIRONMENTAL SCIENCE AND TECHNOLOGY

New Orleans, Louisiana, USA - January 23-26, 2005

Platform Oral Presentation

An effective oral presentation must be: (1) organized for and oriented toward its audience with emphasis on significance rather than detail, (2) illustrated effectively and appropriately, and (3) delivered in a clear and concise manner.

I. Organization

Presentations should be organized to address the following questions, with emphasis on the first and last: (1) For what reason(s) was the project started? (2) What was tested in the project? (3) What was learned from the results? (4) Why are these results significant and/or important?

Program time is limited, and each speaker will only have 25 minutes. Plan your presentation for about 18-20 minutes, leaving 3 to 5 minutes for questions and 2 minutes for transition to the next speaker. Organizing and writing for oral presentations can be more demanding than for publications; the listeners must keep pace with you and understand you as you deliver the presentation. Your presentation must be carefully planned, and should be properly coordinated with PowerPoint slides or overhead transparencies illustrating all major points.

II. Visual Aids

A good presentation successfully combines words and illustrations to tell a complete story.

A. The two types of visual aids available during this conference will be (*Note: 35 mm slides cannot be used for presentation*):

1. PowerPoint Presentation Program run from a computer (MS/Windows). More detailed instructions will be released at the conference web site.
2. Overhead transparencies

B. TYPES OF ILLUSTRATIONS

(1) Line graphs or scatter plots to show trends. (2) Bar graphs to compare magnitudes. (3) Pie graphs for relative portions of a whole. (4) Chemical structures, reactions, and mathematical expressions tend to lead to overcrowding; better to use more slides with fewer on each. (5) Schematic drawings and simplified pictorials should be shown with only the required part(s) and detail. (6) Use topic sentence(s), for orientation and transition; there should be a simple sentence for each point, one to a slide.

C. LETTERING GUIDE

1. Keep captions, lines, or other markings within the rectangle.
2. Leave space--at least the height of a capital letter--between lines (double space).
3. Upper- and lower-case 10-point type will be legible up to 40 feet (12.2m) from projected images 5 feet (1.5m) high; 12-point type to about 60 feet (18.3m). The use of all uppercase letters will extend the legibility distance somewhat.

III. Delivery

With the text prepared for oral presentation, and proper visual aids, you must prepare for an effective delivery of the materials.

1. Arrive before the session begins and familiarize yourself with the location and operation of equipment.
2. Bring your own laptop or paper copies to review your PowerPoint slides.
3. Establish signals with the projectionist for changing slides before your presentation.
4. An audio-visual technician will be present at each session to make sure things work properly.
5. Use the microphone properly. If you are not sure if the microphone works, check with the presiding officer. Lapel microphones permit you to move about, but stationary ones do not allow a wide range of motion.
6. Adhere to the schedule and allow for a discussion period at the end of your presentation.
7. When presenting graphical material, state clearly what variables are being plotted and clear up any plotting notations or symbols before explaining or discussing the results.

Notification of Important Dates

| | |
|---------------------|--|
| September 30 | Last day to submit updated abstract. |
| October 31 | Last day to submit proceeding paper (the preparation instructions will be posted at the web site (http://www.aasci.org/conference/env/index.html)). |
| October 31 | Last day to obtain discount on Conference Registration Fee. |
| November 30 | Last day to cancel presentation or change speaker in Final Program. |
| December 21 | Last day to book Hotel at Group Rate. |
| December 31 | Last day to cancel Conference Registration |

- Conference news and all related information will be released irregularly at the web site <http://www.aasci.org/conference/env/index.html>. Please check the web site regularly to update your conference information.
- The conference will send notices to your email address irregularly. Be sure to provide correct, active email accounts to us for conference communications. Please check the settings for your email anti-spam filter to make sure these important communications are not filtered out.