

Florida Chapter, American Fisheries Society  
Guidelines on Oral Presentations and Slide Preparation

Every year some details change in the meeting's organization and requirements, so it is important to be updated. Even if you are an "old hand", please be sure to read this guide.

At the Florida Chapter meetings in Ocala, platform presentations will be 20 minutes (15 minutes for presentation and 5 minutes for questions or discussion). We will have Microsoft Office PowerPoint 2003 loaded on a laptop capable of accepting your presentation on a CD, DVD or flashdrive. Presentations should be loaded on the provided laptop during breaks and/or the night before you are scheduled to present. You will be provided a remote to deliver your slides and a laser pointer. You will also have a podium with a light and a microphone. The room seats up to 100 people and is normally quite full.

All (Student and Professional) oral presentations will be judged and awards will be presented Thursday afternoon.

**Helpful Hints:**

Summarized from The Oceanography Society, Tips for Preparing and Delivering Scientific Talks and Using Visual Aids,

[http://tos.org/resources/publications/sci\\_speaking.htm](http://tos.org/resources/publications/sci_speaking.htm)

Giving an oral presentation is an important event for you and a critical means of providing information to the scientific community. An audience of your peers will attend your presentation because they are interested in your work and what you have to say. A well-organized and well-presented presentation reflects positively on you, your work, and your organization. The quality of your presentation is very important for getting your points across to a large audience and can only be assured by adequate preparation.

Your abstract is published at our web site and is available in the program provided to each participant. Many of those in the audience will have already read or glanced through your abstract. Consequently during your presentation, they will expect to hear you introduce the problem, talk about your approach and support your conclusions.

**Know your Audience**

How many people will be attending the meeting?

What is the general knowledge of your audience?

**Special Symposiums**

Is your presentation focus on one general theme?

Will there be other presentations on similar subjects?

When is your presentation scheduled, early or late in symposium?

**Outline your Presentation**

Introduction: State your hypothesis, provide background information

Methods: Be brief but accurate

Results: Use suggestions below to create good illustrations of your data

Conclusions: Was your hypothesis supported? Why or why not?  
Acknowledgements

### **Slide Preparation**

Visual aids should enhance, support and facilitate your presentation

Be brief and concise

- No more than 36 words per slide

- Maximum 6 lines with 6 words each

- Keep to non-technical language, do not use jargon or acronyms

- Define terms

Displaying your data

- Percentages - pie graphs

- Comparisons - bar graphs (horizontal or vertical)

- Correlations - box plots

- Changes over time or frequency - line charts

- Use equations, math, and symbols sparingly

Make sure your slides are legible and clear for the entire audience

- Use readable lettering (> 18 point; 24 point recommended)

- Use larger type for headings and smaller type for subheads

- A combination of upper and lower case letter is more easily read

Limit the number of facts per slide to 2 or 3

Do not overuse animation

Use color for emphasis

- Use font and background colors that are complementary

- Remember to avoid the colors red and green

Do not read directly from your slides

Practice your presentation

- Rehearse your presentation in front of friends or colleagues

- Practice answering their questions

### **Further references:**

J. Smith, J. Myers, and I. Myers-Smith. 2007. Tips for effective communication in Ecology. Bulletin of Ecological Society of America 88:206-215.

[http://www.indiana.edu/~halllab/GradRes/Smithetal\\_2007\\_BESA.pdf](http://www.indiana.edu/~halllab/GradRes/Smithetal_2007_BESA.pdf)

S. Pickett, B. Hall, and M. Pace. 1991. Strategy and Checklist for Effective Scientific Talks. Bulletin of Ecological Society of America 72:8-12

<http://ecology.lifescience.ntu.edu.tw/seminar/931/Scientific%20Talk.PDF>

M. Splane's "PowerPoint Presentation Advice"

[http://www.cob.sjsu.edu/splane\\_m/presentationtips.htm](http://www.cob.sjsu.edu/splane_m/presentationtips.htm)