

# **Guidelines for Oral Presentations - Texas Chapter American Fisheries Society (Adapted from American Fisheries Society Guidelines for Oral Presentations)**

## **Guidelines for Speakers in Symposia and Technical Sessions**

Presentations are scheduled in 20-minute blocks. Three things must happen during this block: 1) speaker introduction, 2) your talk, and 3) question and answer period. Out of courtesy to the audience and other speakers, it is important that speakers stay on time. The moderator will notify you when your presentation reaches 15 minutes. Please adhere to these guidelines.

Rehearse your talk before the meeting to be sure you do not exceed the allotted time. Have peers evaluate your talk.

Podium lighting and microphones are not always dependable. Be prepared.

A general outline for talks should be: introduction, objectives, methods, results, and conclusions/implications.

Objectives should be clearly stated. Conclusions should relate back to objectives.

Avoid unnecessary detail in methods unless the methodology is the central topic of your talk. Primarily discuss the results and conclusions.

An excellent article for speakers is "Strategy and checklist of effective scientific talks" (Ecol. Soc. Am. Bull. 72: 8-12, 1991).

## **Guidelines for Visual Aids**

Microsoft® Office PowerPoint® is the accepted format for oral presentations. Please inquire whether other presentation forms (e.g., slides) can be accommodated well in advance of the meeting. Please bring your presentation on media (flash drive preferred) to the meeting.

Large files require ample memory to run and may stall during presentation. Do not use animation and other such tools that increase file size.

Keep visuals simple; limit one idea per visual. Text and data visuals should be prepared specifically for your presentation, not copied from a manuscript or paper. Figures and tables for publications usually do not make good visuals for talks because they contain too much detail.

When working with words, think brevity. Use a maximum of 6 words across and 5 or 6 lines deep. Use only key phrases to emphasize important points.

Tables should be simple with a maximum of 3 columns and 5 rows or vice versa. Illustrate complex ideas with a series of separate visuals.

Experiment with different graph and chart options for presenting data, but keep graphs simple. Explain the structure of graphs as well as their content.

Visuals look best if you use 2 to 4 different colors. Any more and visuals become confusing. White and yellow on blue, green or black backgrounds work well. Avoid color combinations of blue, green, and red.

Use an easily read font in a large size, 18 bold or larger.