Thank you for agreeing to make a presentation at the
EMS Annual Meeting
— European Conference for Applied Meteorology and Climatology

Recommendations

A. BEFORE YOU START consider the following questions:
   ▪ What is the goal of your presentation?
     Present new results, raise open questions, instigate new research, collaboration, ...
   ▪ What is the background of people in the audience?
   ▪ What are the interests of people coming to the presentation?

B. PREPARING THE MATERIAL FOR YOUR PRESENTATION
   ▪ Structure your presentation
     ... overview – clear sections – concise summary and/or conclusions
   ▪ Use a title for each slide, indicate the current section, indicate how many slides you are going to present on the top of the slide.
   ▪ Slides ideally support your presentation
     🐒 A mistake often made: putting all text on the slides and reading it out to the audience
   ▪ Presentation slides should
     o Have one message per slide, not five.
     o Not have too many graphics or plots (at most four); legends should be readable.
     o Have fonts that are readable from the back of a lecture room (not smaller than 18pts).
     o Have a limited number of colours, fonts, etc.
     o Avoid transition gimmicks.
   ▪ Less can be more
     o Do not use too many slides. Rule of thumb: "One slide per minute".

C. PREPARING THE PRESENTATION
   ▪ Rehearse your presentation
   ▪ Time: your presentation time normally is 12 minutes plus 3 minutes for questions from the audience and discussion
     o Make a concept: how many minutes do you plan to explain a specific slide?
     🐒 A mistake often made: too much time is spent on the introduction and background.
   ▪ Upload your presentation as live presentation file to the conference page at least 24 hours in advance of the start of the session.
During the ONSITE presentation
- Turn to the audience, not to the projection of the slides on the wall.
- Look for eye-contact with the audience to grab attention.
- Have something in your hands like a pen or the pointer. It prevents putting your hands in your pocket or do funny things with them.

For the ONLINE presentation
- Consider in advance your video background when you will be presenting, and whether it is appropriate for a public audience.
- Be in the Zoom meeting room at least 15 minutes before the start of the session.

Question time
- Try to answer questions to the point.
- If you do not understand the question ask the chair to help clarify.
- No one can know everything: if you do not have an answer say so.