



## MetSoc 2022 – Oral Presentation Guidelines

Congratulations on being accepted for an oral presentation at 85th Annual Meeting of The Meteoritical Society 2022.

You can present either in-person or virtually, but you must be registered accordingly.

Each oral presentation slot is 15 minutes. All presentations should be 12 minutes long to allow 3 minutes for questions and time for changeover between presenters. It is recommended that you have no more than 10-12 slides. All presenters must keep to time and may be interrupted if they run in to someone else's presentation time.

Some further tips on giving a successful oral presentation are given below.

### In-Person Presentations

A computer and a technician will be available onsite for the entire duration of the Meeting at the "Speaker Ready Room" to upload your talk and test your presentation in advance. **Please ensure that your talk is uploaded here at least 30 minutes before the start of your session**. You will not be able to turn up at the session room with your laptop or USB.

All necessary audiovisual equipment is provided on site. Presenters will not be allowed to use their own laptop to present. Only Microsoft PowerPoint (.ppt and .pptx) presentations will be accepted. Presenters have the responsibility of making sure that their files are compatible with PC Windows's operating system and Microsoft Office software. Suggested format is 16:9, although we can accept 4:3 format.

Presentations must be in English.

10 minutes before the start of your session, report to the room where you are to present to meet the Session Convenors and receive instructions on how to use the AV equipment.

### Virtual Presentations

All virtual presenters are asked to send a pre-recorded presentation (see instructions on website) and attend live for the Q&A session. Your pre-recorded presentation should be sent to [metsoc2022@abbeyuk.com](mailto:metsoc2022@abbeyuk.com) in advance by WeTransfer by Thursday 11<sup>th</sup> August.

Further information about the virtual platform that will be used for live and pre-recorded presentations will be sent out the first week in August.

### Tips for a successful presentation

- Aim to present the key points of your study rather than all the details. Use your presentation to gain the interest of the audience (who are not all experts in your field) – if they want to know more, then they can ask a question or talk to you afterwards.
- Remember that all conference delegates have access to your abstract so you can refer the audience to that for specific details.
- Aim to speak for 12 minutes to allow time for questions. You will get more out of the presentation if you obtain questions and feedback from the audience.
- Please don't bring a 20 minute presentation and expect it to fit – it won't and your talk will be stopped by the convenors at 15 minutes before you have presented your conclusions!

- Introduce your presentation by giving some context explaining why it is important and what scientific problem it tackles.
- Finish your presentation with clear conclusions that could be a launching point for discussion.
- A rough rule to judge the length of your talk is about one slide per minute (perhaps more if you are presenting simple pictures, less if you are presenting complex images and text which need lengthy explanation). A talk with 20 slides is definitely too long!
- You are encouraged to practice your talk beforehand and ensure that you can present in the given time.
- Avoid too much text and over-complex slides. Use a large font for text – both to ensure visibility and to limit the amount of text on your slides. We suggest a minimum font size of 20 or 24.
- Don't overload slide with complex graphs – many experts recommend keeping to one graph per slide.
- Build up a complex figure bit by bit using animations.
- Ensure font on graphs and figures are readable (at least 14 or 18 point font) – a figure from your abstract may need modification to be easily readable when projected.
- Include your e-mail address on conclusions slide so people can contact you.

If you have any questions regarding your presentation, please email [metsoc2022@abbeyuk.com](mailto:metsoc2022@abbeyuk.com)