

Required Checklist for Preparing Oral Presentations and Posters

Even the best presenters sometimes need to take a fresh look at how their materials come across to an audience. Reviewers have commented about the poor quality of some presentations and the resulting impact on evaluations. To help you prepare a presentation that effectively communicates your project status, we require that you follow this checklist and submit it to ORAU along with your presentation.

New requirements this year

- Add Alt Text to all graphics, tables, and charts
- Set an aspect ratio of 4:3 for your slide template
- Fill out the Properties box (see instructions on page 10)
- Fill out this checklist and submit it to VTAMR@ORAU.org with your presentation materials, including page number(s) of all videos.

Preparing your materials

- Submit your presentation on time – **April 12** -- allowing time for you and your VTO Technology Development Manager to resolve any issues before PeerNet is opened to reviewers in advance of the AMR. ***You may provide oral updates of data and progress at the AMR.***
- Use original graphics; otherwise you must get permission to use any copyrighted information and provide the permission to ORAU
- Familiarize yourself with the AMR reviewer evaluation criteria and be prepared to answer questions relevant to these criteria
- Embed images rather than cutting and pasting them in your presentation to reduce the size of the document

- Have a take-away message on each slide in your presentation
- Do a dry run (or two or three) of your presentation for your colleagues to critique and as a way to pace yourself for your allotted time
- Be prepared to answer technical questions from the reviewers and be well versed in the material if you are giving someone else's presentation
- Spell out acronyms and chemical symbols the first time they are used
- Label axes on graphs and use error bars
- Have your presentation proofread

Readability

- Limit the amount of information on each slide in your presentation -- less clutter allows a better visual message to reviewers
- Use colors and symbols that contrast, complement, and show up well at least 25 feet away from the screen, such as a white background and black or dark text
- Use fonts that are easy to read from at least 25 feet away

To check for readability, stand back at least 10 feet from your monitor. If you cannot read the text clearly, make the font size larger. Reviewers want to be able to read your slides no matter where they are sitting in the technical session room.

Presentations, this checklist, and page number(s) of videos are due to ORAU (VTAMR@ORAU.org) on Friday, April 12, 2019!