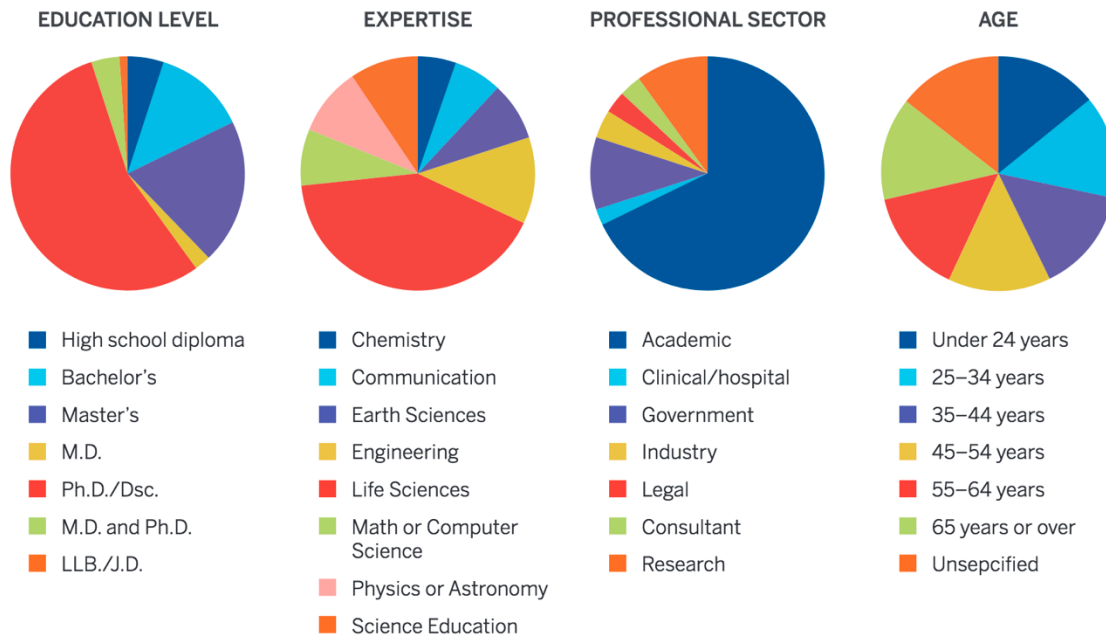




Presentation Tips for Speakers

Audience:

The AAAS Annual Meeting draws an interdisciplinary audience of researchers, engineers, policymakers, journalists, teachers and students. Here is some quick information on the attendees.



While you are likely to have experts in your field attend your talk, you will also have researchers and students from other fields, as well as journalists and science communicators. Sessions at the Annual Meeting should consider the following recommendations in designing sessions so that both presenters and audience members, including those with physical restrictions, can clearly follow your presentation.

Presentation Slides:

- **Use a high color contrast for text and background of slides** such as dark text on a light background. Ensure that the font on slides can be read from the back of the room.
- Font size should be **larger than 15 point**.
- Use **fonts with consistently thick lines** or **bolded text** when possible.
- **Provide captions** for any videos shown.

During the Session:

- **Focus on a few key points** you want your audience to remember and build the rest of your information around those.
- **Choose your words carefully** and make sure that concepts will be explained for non-specialists.
- **Consider live, online polling** of your audience at key points during your presentation.
- **Use verbal tools** such as examples, stories, and analogies can illustrate key messages more clearly than overly technical information.
- **Avoid speaking in a monotone or speaking too quickly, and** after explaining each visual so that individuals will have a chance to process the information.
- **Try to have only one individual speak at a time**, and state your name before speaking.
- **Repeat any questions asked** by the audience before answering.
- **Be aware that a sign language interpreter** may be translating your words.
- **Verbally describe the visuals** present on slides for those with obstructed views.
- **Make eye contact** with your audience.
- **Gesture purposefully** for emphasis.

The AAAS Center for Public Engagement with Science and Technology also offers additional resources for scientist communication: www.aaas.org/pes/communicatingscience.