

# Checklist for ASP Research Reviews Presentations

- Consider your audience.

These talks are directed at an audience having diverse backgrounds. It may surprise you, but some of your colleagues are not meteorologists.

With that in mind, keep your talk general. Explain how your research fits in the broad background of Earth Systems Science. Why does the subject interest you, and why should it interest others?

- Be careful of presenting too much information.

Slides should be simple with a few clear points. It's difficult to read and comprehend a lot of text, especially while listening to someone talk. If your audience is confused by something in your slides or overwhelmed by lengthy text, they often simply ignore them.

- Slides for fluent English speakers.

If English is your native language, or you feel confident that you can be easily understood, then you should use your slides to add to your spoken presentation. In other words, don't read your slides. Use your slides as an outline for what you're going to say; you can go into more detail in your speech. For example, if this slide were to be used in a talk, only the bulleted comments would be shown, and the text underneath each bullet would be spoken.

- Slides for non-fluent English speakers.

If English is your second, third, or n-th language it may be helpful if you **do** read your slides. People often have difficulty understanding others' accents. Other times it may help the speaker remember or pronounce words that they don't commonly use.

- Equations

Explain your equations. What does each symbol represent? Is it empirical or derived from first principles? How does one solve it? What sort of data are used, at what temporal and spatial scales, and how are these data obtained?

- Figures

Explain your figures. What do the axes represent, and what are the units? What feature of a function should we focus on? Where is agreement good, where is it bad, and why? Consider how

your figure will look from far away; choose colors that will show up well, and use thicker lines.

- Text

Use a font size that will show up easily at a distance. **Boldface** is useful to draw the reader's attention to certain words.