

Instructions for Poster Lightning Sessions

Congratulations on being selected to be part of a Poster Lightning session at the 2016 AGU Fall Meeting. This innovative pilot program will allow poster presenters to engage in lively discussion with attendees outside of the Poster Hall. We expect the sessions to be well-attended and a great success!

OVERVIEW (For both Presenters and Chairs):

Poster Lightning sessions are a select number of poster sessions that are structured so that each presenter in these sessions will have an opportunity to present their poster in an additional forum beyond the Poster Hall. This format allows for information to be shared with the audience quickly and efficiently, and allows a higher number of individuals to give a short oral presentation about their findings. Each session can vary from three to seven minutes long, as determined by the session conveners and the number of other presenters in the session.

Presenters in Poster Lightning sessions are presenting the **same abstract** that was accepted in **two (2)** separate locations.

- Presenters will create a short 2-5 slide PowerPoint presentation for the Poster Lightning session (or they can use a PDF or single slide of their poster)
- Presenters **are also** required to create a poster and stand by/present their posters at their designated poster board during the scheduled traditional poster session in the Poster Hall.

The companion lightning sessions will take place in Moscone North, Room 110, just a short walk from the Poster Hall in Moscone South. Room 110 will be set with two (2) podiums, two (2) projectors and two (2) screens, two (2) wired podium mics, and two laser pointers for advancing the presentation if needed.

While one lightning speaker is presenting using one podium, the next speaker will be at the second podium getting ready so that there are no delays between presentations. **The smooth, rapid flow of talks is what makes the lightning sessions so exciting.** *Presenters and Chairs: Please come to Moscone North 110 at least 15 – 20 minutes before the session to receive instructions and review presentation order.*

FOR PRESENTERS:

Poster Lightning presenters are presenting a short slide presentation or other visual presentation **AND** a traditional poster, in two (2) separate locations.

1. Poster Lightning Presentation Requirements

- a. Each presenter is allowed up to five (5) slides depending on the length of your lightning presentation.
 - i. The first slide should be a header slide with your name, affiliation, abstract title, and final abstract number (this contains your poster board #).
 - ii. Keep the wording to a minimum as you want the audience focused on what you are saying in the short time allotted, not trying to read words on your slides.
 - iii. On that note, try to keep your presentation focused on visuals, feel free to get creative with how you lay out your information and/or data.
 - iv. The last slide will advance automatically to the next presentation when your time is up. There is no time reserved for discussion or questions after each presentation.

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- v. Discussions will follow the last presentation of the session and can occur either in room 110 or in the Poster Hall a short walk away.
- b. The Poster Lightning Presentation **MUST be uploaded to our system PRIOR** to your session.
 - i. You may either upload your presentation prior to the meeting via the link below or you may upload your presentation at the meeting in the Speaker Ready Room. In either case, presenters **MUST** check-in at the Speaker Ready room at least 24 hours prior to your presentation time to ensure your presentation is how you wish.
 - 1. Upload your presentation before the meeting: [Upload online](#) by **5:00 EST 9 December 2016**. The initial password for all users is: **AGU2016**
 - 2. Upload your presentation at the meeting in the [Speaker Ready Room](#)
- c. Please keep your presentation within the time you are allotted as a courtesy to the other speakers, your session chair and the audience. Once your time is up, the next presentation will begin automatically
 - i. Practice your presentation at home or in your hotel room. Know your time limit (your presentation length) and set a timer for these practice presentations.
- d. *Helpful hint:* Set your slides to advance automatically so that your presentation ends in the allotted time (see instructions below).
- e. **PLEASE BE IN THE LIGHTNING ROOM 15-20 MINUTES BEFORE THE SESSION:** Lighting sessions require a little bit of advance organization to ensure they run smoothly. Make sure to be in the room 15-20 minutes prior to receive instructions from the chairs.

2. Poster Lightning Presentation Tips

- a. If you are in a Poster Lightning session, you will have just a few short minutes to present the most important and fascinating highlights of your work (check [online program](#)).
- b. Use illustrations, your actual poster or graphic material on each slide – as opposed to textual content alone – to increase comprehension and retention.
- c. Remember that you are the presenter, not the PowerPoint slides. Use your slides to emphasize a point, keep yourself on track, and illustrate a point with a graphic or photo.
- d. Do not use unusual fonts or a font smaller than 24 points. To test your slides, print them out on standard paper and drop them to the floor. If you can easily make out the words while standing, the audience probably will be able to read your slides.
- e. Keep it simple, clean, and concise. Use consistent wording. The maximum screen load is 6 to 8 lines and 30-35 words for a single slide.
- f. For processing ease and better recall of information, present numbers via a chart or graph as this is easier for the audience to process than a table full of numbers indicating the same differences.
- g. Keep the background simple. Colors should be sharp and in strong contrast without being unsettling.
- h. Instructions for setting up your slides to advance automatically in Power Point
 - 1. Set up the slide transitions for your Poster Lightning presentation.
 - 2. Open the presentation that you want to use. Count the total number of slides including the header/overview slide. Divide this by the length of your presentation.
 - Ex: 4 slides with 3-minute presentation = 45 seconds per slide

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3. On the Slide Show menu, click Transitions.
 4. Click Options.
 5. Under Advance slide, select the Automatically after check box, and enter the time of your
 6. Click Apply to All.
 7. *Bonus:* If you want to give less time to your header/intro slide, you can go to that specific slide and repeat steps 3-5 to apply a different advance time to that individual slide.
- i. Either before your presentation or right before your time expires, remind the audience that you will be at your poster board and the times you will be there to continue further discussion.
- 3. Create Your Poster for Display in the Poster Hall**
- a. View detailed guidelines for preparing your poster on the Fall Meeting Website:
<http://fallmeeting.agu.org/2016/scientific-program-guidelines/poster-presenters/>

FOR SESSION CHAIRS:

The role of the Session Chair during a Poster Lightning session is extremely vital to the success of the session. The session chair:

- Provides an overview of the session and the format for the audience in the first few minutes of the session.
- Introduces and structures the sequence of individual presentations within the session.
- Make sure that each presentation is uploaded in the system prior to the session via emailed instructions on how to access the system (a technician will be available in the room to assist with checking and launching presentations immediately prior).
- Ensures presenters stick to the allotted time and are ready at the alternate podium to begin as soon as the previous presentation ends.
- Monitors the time limits closely to ensure that the presentation time limits are enforced for each presenter.
- Opens discussion following the conclusion of presentations (either in the Lightning Room if there is time or in the Poster Hall).
- Leads, stimulates, and manages the open discussion with the audience following the conclusion of presentations.
- Continues the conversation with attendees in the Poster Hall at the designated time of the companion poster session.

While one lightning speaker is presenting using one screen, the next speaker will be at the second podium getting ready so that there are no delays between presentations. The smooth, rapid flow of talks is what makes the lightning sessions so exciting. We are depending on the Chairs to keep the sessions on time.

It may be helpful to have some questions formulated in advance in case discussion doesn't easily flow. The open discussion will take place after all the presenters have presented their slides. Poster Lightning sessions provide an opportunity for the audience to respond to the issues and questions raised and to introduce additional questions and comments to the presenters in a more focused and discussion enabling environment.

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Thank you all for your participation in this pilot program. **You will receive a survey** following your session asking for your feedback about this pilot program, what you liked, as well as what can be improved should this program expand for future meetings. Thank you!

 **AGU FALL MEETING**
San Francisco | 12–16 December 2016

Thank you!

You'll be great!

