



ASSOCIATION OF ENVIRONMENTAL & ENGINEERING GEOLOGISTS
Connecting Professionals, Practice and the Public

Annual Meeting Presentations

Tips for First Time AEG Presenters



Prepared by:
Meetings Advisory Committee
(revised 2025)



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Thank YOU!

- Thank you for presenting your research or project at AEG's Annual Meeting
- Our meetings are well attended thanks to our fantastic presentations!





When your Abstract is Accepted

- Abstracts are accepted and presenters notified in **June** prior to the Annual Meeting
- Register for the meeting using the Speaker Discount Code sent by Heather
- Attend the Speaker / Moderator Breakfast (at no charge) on the day of your presentation
 - 6:30-7:30am (set your alarm!)
- Introduce yourself to the Moderator during the breakfast & upload your slideshow



Presentation Nuts & Bolts

- Acceptable formats:
 - Powerpoint, Keynote, or pdf slideshow presentation
 - Note: fonts show up differently when transitioning from Mac versions of Powerpoint to Windows-based computers at the hotel
 - Widescreen format will fill the projection screen (16:9)
- *Upload your presentation in advance*
 - Email heather@aegweb.org for DropBox access
 - Do not expect to load on computer right before you are scheduled to speak



Moderator Duties / Responsibilities

- Will contact you in late August or early September
- Moderator is responsible for keeping session on time
- May give a short introduction for you (name / affiliation / presentation title)
- Has been instructed to cut you off if you exceed your time!



Pronoun badge stickers

- All participants are encouraged to self-identify pronouns through a badge sticker
- Moderator should ensure they're using the proper pronoun for presenter & ask for name pronunciation
- Help moderator pronounce your name so they don't guess





Your Presentation Time

- Unless you have a pre-scheduled longer talk time, presenter has a strict 20 minute time limit
- Intended to include:
 - Transition for moderator to load your presentation & do a brief introduction (1 minute)
 - **Your presentation (15 minutes)**
 - Question / Answer period (2-3 minutes)



Electronic Timer

- Green light until 16 min
- Yellow from 16-18 mins
- Red at 18 mins
 - absolutely stop talking or responding to questions
- Presenter will see time at podium
- Lights viewable to audience





Great Presentations

- Plan for 1 minute per slide = 15 slides
- Allow enough prep time to edit & practice!
- Embedded videos can be difficult
 - plan to load & practice this feature when your slides are loaded onto the presentation room's computer (at Breakfast)
 - Plan to skip or make alternate arrangements if your video does not operate properly



Consider your Font & Colors

- Different **COLORS & FONTS** Look like **Graffiti** and *are distracting*
- Avoid yellow it's difficult to read on the screen
- UPPERCASE TEXT IS INTERPRETED AS YELLING!
- Using Comic Sans or *handwriting* evokes a less professional tone
- PT Mono or typewriter are boring
- Avoid too small or **too large** 30 point is good



Color & Font Choices

- Red / Green color blindness is common (avoid **red text** on a black background)
- Non-serif fonts appear more clearly at a distance
- Calibri, Arial, Lucida = non-serif
- Garamond, Times New Roman = serif



Avoid Distracting Transitions

- Avoid
- distracting
- bullet
- advancements
- or too many different transitions (this slide plays with multiple distracting transitions)



Too much text on a Slide

- Practice your talk without reading all the words on each bullet point. Use text as a reminder, not script.
- Try not to encroach on the border of the slides.
- It's okay to have short ideas, just don't plan to read your speech entirely off your screen.
- Does this slide look like something you would want to watch for 15 minutes? (hint: no, it's boring)
- Limit slides to 20-30 words on the page, more than this is too much! (this has 91 words including header).



Consider even spacing between photos

- Avoid uneven gaps & “trapped space”





Avoid Busy Data Tables

“I know you can’t read this...”

Table 2. Analytical Results of Selected Soil Samples
(Concentrations in ppm)

Sample Location	Sample ID	Date	Arsenic	Barium	Beryllium	Cadmium	Chromium	Cobalt	Copper	Lead	Mercury	Molybdenum	Nickel	Vanadium	Zinc	Acetone	Other VOCs	sVOCs	PAHs	BTEX	Pesticides	PCBs	TPHg	TPHd	TPHo	FUEL Oxygenates
ENV-1	ENV-1-1.5	7/21/2011	3.6	150	<0.36	<0.45	35	12	18	6.2	<0.0091	<1.8	27	39	40	---	---	---	---	---	ND	---	---	<1	<50	---
	ENV-1-5	7/21/2011	7	160	0.68	<0.46	49	13	35	11	0.052	1.8	54	51	82	<0.063	ND	ND	ND	ND	---	ND	<0.31	<1	<50	ND
	ENV-1-10	7/21/2011	5.1	210	<0.39	<0.49	42	11	26	7.5	0.053	<2	50	42	62	0.23	ND	ND	ND	ND	ND	ND	<0.29	<0.99	<50	ND
ENV-2	ENV-2-1.5	7/21/2011	<3.9	140	<0.39	0.5	41	11	26	8.6	0.032	<2	26	43	440	---	---	---	---	---	ND	---	---	3.6	<49	---
	ENV-2-5	7/21/2011	3.8	290	0.48	<0.42	45	4.4	18	5.3	0.082	<1.7	35	46	39	---	---	ND	ND	---	ND	ND	---	<1	<50	---
	ENV-2-10	7/21/2011	6.7	300	<0.4	0.53	51	8.8	29	4.7	0.058	2.4	45	51	61	0.48	ND	---	---	ND	---	---	<0.26	4.6	<50	ND
ENV-3	ENV-3-1.5	7/21/2011	7	220	0.66	<0.45	47	10	28	9.2	0.046	<1.8	42	44	69	---	---	---	---	---	---	---	---	<0.99	<49	---
	ENV-3-5	7/21/2011	5.2	200	<0.38	<0.48	46	11	25	6.6	0.033	<1.9	53	43	59	0.076	ND	---	---	ND	ND	---	<0.36	<0.99	<50	ND
	ENV-3-10	7/21/2011	5.6	190	0.4	0.42	38	9.1	25	7.3	0.051	<1.7	43	39	65	<0.043	ND	ND	ND	ND	ND	ND	<0.21	<0.99	<50	ND
ENV-4	ENV-4-5	7/21/2011	---	---	---	---	---	---	---	---	---	---	---	---	---	0.09	ND	ND	ND	ND	---	ND	<0.2	---	---	ND
ENV-5	ENV-5-5	7/21/2011	---	---	---	---	---	---	---	---	---	---	---	---	---	0.14	ND	---	---	ND	---	---	<0.27	---	---	ND
	ENV-5-15	7/21/2011	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	ND	ND	---	---	---	---	---	---	---
ENV-6	ENV-6-5	7/21/2011	---	---	---	---	---	---	---	---	---	---	---	---	---	0.27	ND	ND	ND	ND	---	ND	<0.28	---	---	ND
	ENV-6-10	7/21/2011	---	---	---	---	---	---	---	---	---	---	---	---	---	0.68	ND	---	---	ND	---	---	<0.25	---	---	ND
ENV-7	ENV-7-1.5	7/21/2011	6.7	230	0.66	<0.5	59	21	27	10	0.061	<2	61	50	67	---	---	---	---	---	ND	---	---	<0.99	<49	---
	ENV-7-5	7/21/2011	5.8	110	0.63	<0.44	46	8.4	28	8.6	0.044	<1.8	49	42	69	<0.065	ND	ND	ND	ND	---	ND	<0.33	<1	<50	ND
	ENV-7-10	7/21/2011	5.5	160	0.39	<0.45	43	11	26	6.7	0.036	<1.8	48	40	61	0.41	ND	---	---	ND	ND	---	<0.27	<1	<50	ND
Residential ESL ¹			10*	750	4	1.7	750	40	230	200	1.3	40	150	16	600	0.5	Variable	Variable	Variable	Variable	Variable	Variable	83	83	370	Variable
Residential CHHSL ²			10*	5,200	150	1.7	NE	660	3,000	80	18	380	1,600	530	23,000	NE	Variable	Variable	Variable	Variable	Variable	Variable	NE	NE	NE	Variable
Residential RSL ³			0.39	15,000	160	70	280	23	3,100	400	6.7	390	1,600	550	23,000	61,000	Variable	Variable	Variable	Variable	Variable	Variable	NE	NE	NE	Variable

1 Environmental Screening Level (ESL), RWQCB, San Francisco Bay Region – May 2008
2 California Human Health Screening Level (CHHSL), CalEPA - January 2005 & September 2009
3 Regional Screening Level (RSL), USEPA Region 9 – September 2008
< Not detected at or above laboratory reporting limit
ND Not detected at or above reporting limit
NE Not Established
--- Not Analyzed



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1940 initiation zone
verification



soil hydraulic conductivity



soil shear strength

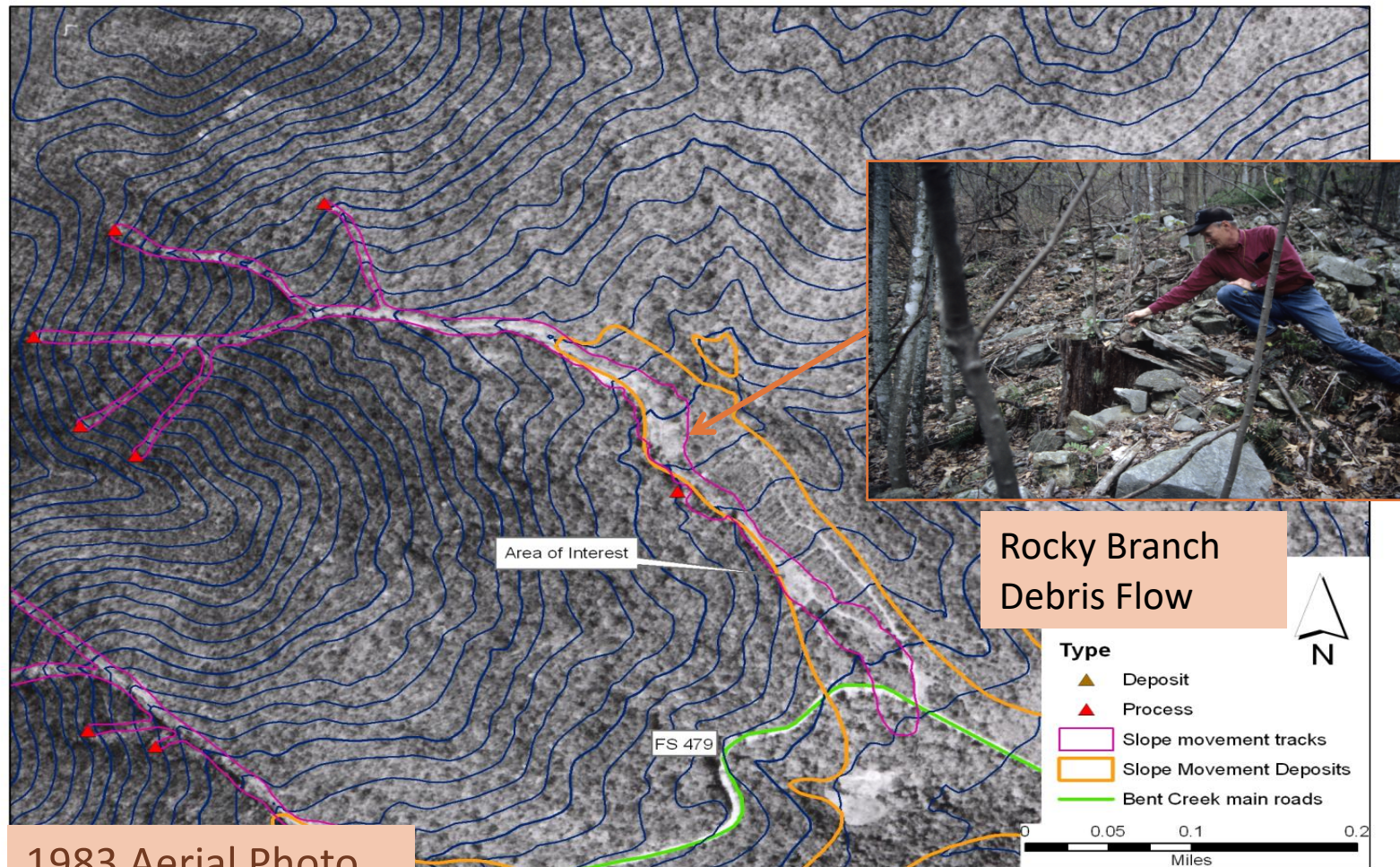
Consider variations on photo border effects for emphasis, or all the same to keep photos uniform

Include credits
(Photo credit:
Jennifer Bauer, 2013)

Photos & captions



Nifty Trick: Layer photos on maps!





Include a closing slide

- Ask for Questions
- Thank additional authors / contributors by listing names
- Include your name & an email address for post-meeting questions



COVID-19 & General Public Health: Let's stay healthy!

- Hotel ventilation varies from room to room
 - Each year we have people get sick from Annual Meeting & travel to / from venue
- We're mingling with 300+ people from all over & most have traveled on cramped airplanes
- Masks are recommended at all times while indoors
- Any cold-like symptoms? No judging here-Mask up!
- Keep distanced when unmasked



If your talk is pre-recorded

- Record your voice over slides & upload to Heather in advance
- Presentation will be loaded on computer by Student volunteer
- Q&A portion of program will be difficult to accommodate.
 - Suggestion- provide phone number to moderator & have them hold phone to microphone for Q&A (2-3 minutes) or have participants contact you by email



See you in Chicago!

- For registration questions contact Jenn or Shannon at AEG Headquarters:
 - manager@aegweb.org
- Heather is the best person to contact with additional meeting-specific questions:
 - heather@aegweb.org