

**Guidelines for  
Environmental and Climate Sciences Department  
Seminar Speakers**

The audience for your talk is broad with expertise in some aspect of cloud processes, aerosol chemistry and microphysics, terrestrial ecosystem processes, photosynthesis, remote sensing, and modeling. As one of the goals of our seminar series is to help connect these disciplines, we request that you provide sufficient background material to enable your diverse audience to understand the motivation for your work and to follow your presentation.

At least 2 weeks prior to your scheduled talk, please provide your host with the following:

- The title of your talk (as soon as possible)
- A 100-word abstract
- A headshot of yourself for the seminar announcement
- A short biographical sketch or a link to your own webpage

To allow sufficient time for questions your talk should be no longer than 40 minutes. The room is large so please keep your smallest font size above 18-point to ensure that your presentation is legible. We assume that you will give your presentation from your own laptop computer. The projector has a 16:10 aspect ratio but you can present slide decks with traditional (4:3) or widescreen (16:9) aspect ratios. The preferred input for the projector is HDMI but it can also accept display port, mini Dsub15, RJ45, USB type A and DVI-I output from your laptop. We have a full suite of dongles to handle these connections from most laptops and MacBooks.

Approximately 1 week prior to your seminar, your host will send you an agenda for your visit. If there is anyone in particular that you would like to speak with during your visit, please let your Host know as soon as possible.

Seminars start promptly at 11 a.m. with an introduction by your Host and end no later than Noon. Your Host will moderate the Q&A session, and if needed, additional questions can be continued on an informal basis later.