

The following was approved by CoMC at its March 24, 2012 meeting:

Guidelines for the preparation of a good AMS invited address.

Being an invited speaker at an AMS meeting is a privilege and a responsibility. The charge to invited speakers is to describe recent significant advances in their field to a national audience. Their talks are meant to inspire graduate students and young researchers, and should be accessible to a general mathematical community. Accordingly, AMS invited addresses require more care and attention than invited lectures for a smaller or more specialized audience.

Basic Guidelines:

- 1) Make your talk as self-contained as possible.

For a 50-minute talk, a good rule of thumb is: 20 minutes for a basic introduction, notation and preliminaries; 15 minutes for stating your results and for examples and counterexamples, and 15 minutes for extra details or for a sketch of proof.

- 2) Include at least one example.

- 3) Prepare clear and legible slides using large fonts.

Your slides should be readable from the back rows of a large auditorium. 35 words per page should be the absolute maximum. If your material is hand-written, write large, clear and legible formulas.

- 4) Practice your talk for time.

AMS meetings are highly structured, and no talk can take longer than the allotted time.

- 5) Speak clearly and slowly.

- 6) Give people time to read each slide.

Every part of your slide should stay visible for at least one minute. Refrain from distracting gimmicks such as twirling page transitions and excessive clicking to reveal or hide parts of a slide.

Additional helpful hints:

- 1) Be sure to check that the appropriate media are available for your talk.
- 2) Know the exact phrasing of your opening sentence.

3) It is better to outline or sketch your talk in words facing the audience, and not use a non-informative outline slide.

4) Have a clear idea of the transitions between different parts of your talk.

At various points throughout the talk give a brief summary of what has already been said and explain how the next part fits into the overall picture.

5) Consider using explanatory pictures.

6) Remember to address the silent questions: Why are you doing what you are doing? What are the long-term and short-term goals of this research topic? Of your project? Why is this interesting?

6) It is often helpful to have an "extra section" if there is enough time to add material and an "optional take out" section if one is running late.