

## Guidelines for CTB Seminar Series Speakers

### Presentations

Please send a copy of your presentation to [Jin.Huang@noaa.gov](mailto:Jin.Huang@noaa.gov), [Mike.Halpert@noaa.gov](mailto:Mike.Halpert@noaa.gov), and [Song.Yang@noaa.gov](mailto:Song.Yang@noaa.gov) at least one day prior to your seminar for loading on an ftp site for participants joining via telecom.

Please use slide numbers to help those participating on the phone follow the presentation.

For seminars at COLA or ESSIC please also send a copy of your presentation to the host location a day before your seminar:

- COLA
  - Jim Kinter at [kinter@mail.iges.org](mailto:kinter@mail.iges.org)
  - Ben Cash at [bcash@cola.iges.org](mailto:bcash@cola.iges.org)
- ESSIC
  - John Janowiak at [johnj@essic.umd.edu](mailto:johnj@essic.umd.edu)
  - Ron Zhang at [rzhang@essic.umd.edu](mailto:rzhang@essic.umd.edu)

For those giving seminars at NCEP, please plan to arrive one half hour before your scheduled seminar to clear security and review your presentation on the seminar room computer. Your presentation will have been pre-loaded from your previous day's submission.

### Extended Summaries

CTB Seminar Series speakers are asked to provide an extended summary of their presentation. These summaries will be posted on the NWS Office of Science and Technology website, with a link from the CTB website. Examples of summaries from last year can be found at <http://www.nws.noaa.gov/ost/climate/STIP/jsctb-cola.htm>. Please send summaries to [Jin.Huang@noaa.gov](mailto:Jin.Huang@noaa.gov) and [Jiayu.Zhou@noaa.gov](mailto:Jiayu.Zhou@noaa.gov).

The following guidelines are provided to help you help us maintain a reliable and consistent record of the Seminar Series.

- File Format: MS Word (.doc)
- Figures: High quality for print
- Author(s): Name(s), Affiliation(s)/Location(s) and Email Address(es)
- Length: Flexible. Preferably, 1-4 pages of text with key figures
- Sections layout: Flexible. The following are only for reference
  - For research works
    1. Introduction: motivations and overview of the work
    2. Data and methodology/experimental design
    3. Analysis of prominent results with discussions, which can have several subsections as necessary
    4. Concluding remarks
    5. References

- For projects
  1. Overview of motivation and development
  2. Highlight major aspects/components of the project with explanations
  3. Summary/discussions and future works
  4. References