

How to prepare a PICO

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PICO is an Interactive Content presentation and combines the advantages of both oral and poster presentations. However, it also combines the difficulties. With a PICO presentation, you are not as restricted in time as with an oral presentation and have more space than a poster. This means that, in principle, you can add as many small details as you would like to your PICO and this forms a caveat. It is important to keep the PICO clear, and yet offer the interested conference participant the possibility for a detailed discussion of your work.

By exploiting the interactive component of your PICO this can be achieved. The great advantage of the PICO is that a user does not have to go through your presentation from beginning to end, but can focus on the parts that he or she finds interesting. Properly organizing your PICO is therefore of prime importance. Below, I will discuss how I built my PICO for the EGU2013 annual meeting, followed by some technical details of how I achieved this in PowerPoint.

I started with a simple main page, containing the title, authors, an introductory text, and an overview of the presentation (figure 1).

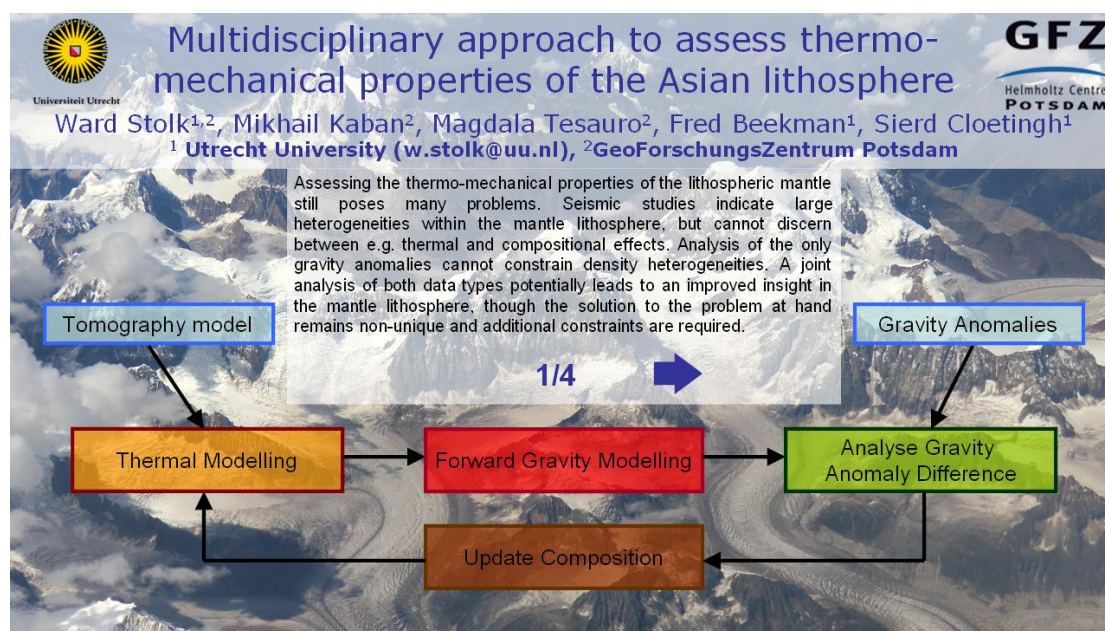


Figure 1. Front page of my PICO

The overview shows the methodology applied in the research presented here. The introduction can be navigated through using the blue arrows under the text box. The audience can click on whichever part of the method they are interested in. This brings up more information on that particular subject (see figure 2 for an example).

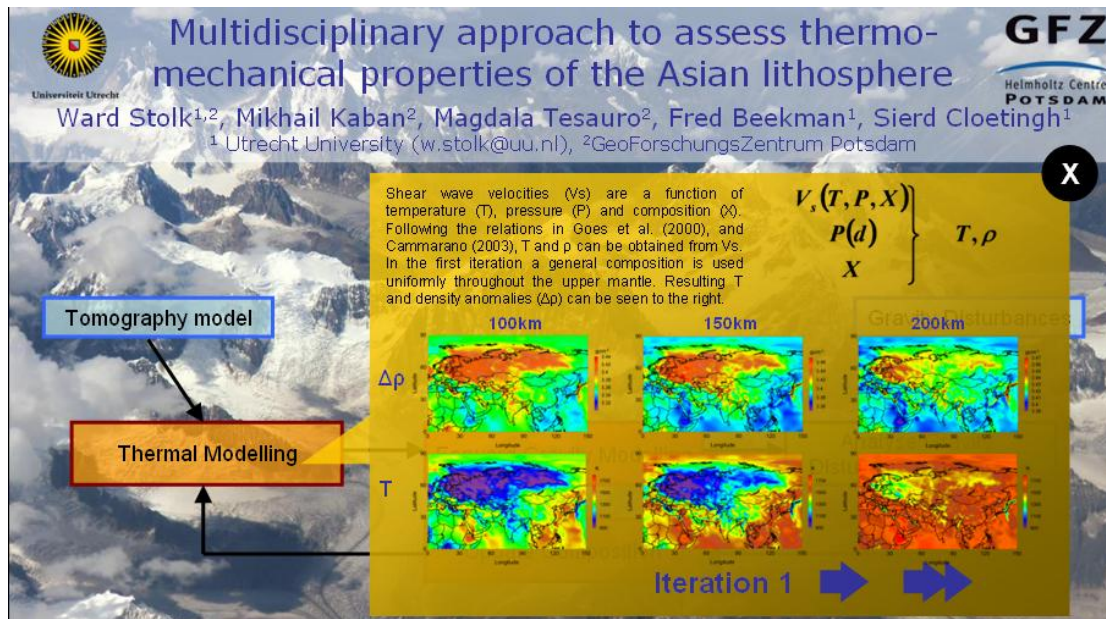


Figure 2. Selecting a particular part gives you more information on that subject

Within each subject, there is the possibility to go further into depth, in this case by going through the results of the different iterations of the modelling. Figures can be enlarged by clicking on the figure (figure 3).

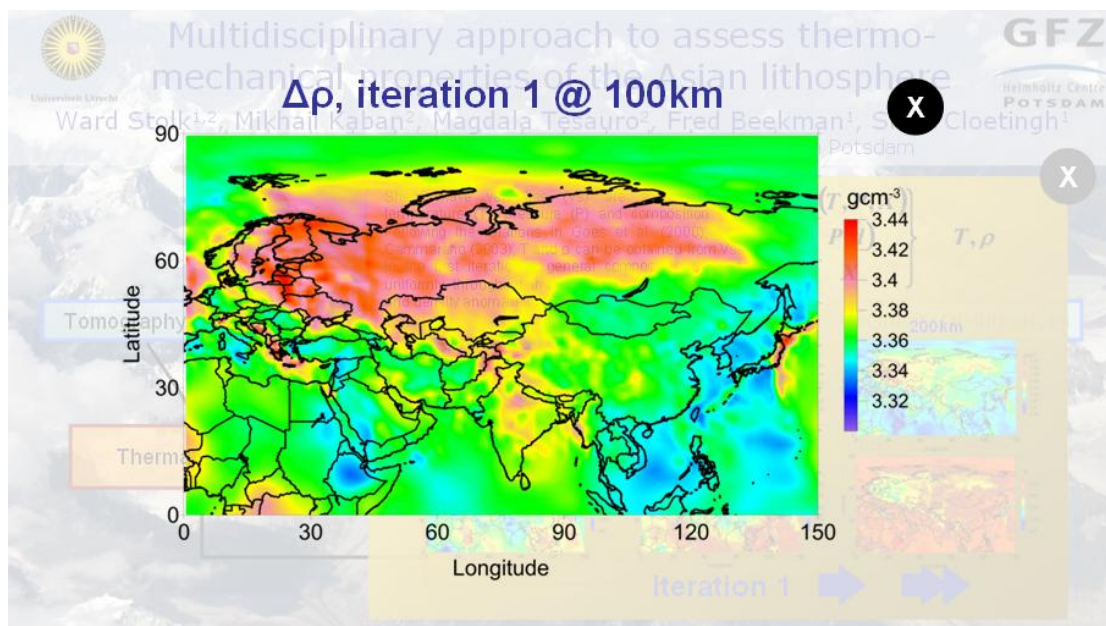


Figure 3. Large version of a figure in the presentation

Clicking the X brings you back to the previous page and clicking the X on that page brings you back to the main page. In this manner it is possible to browse through the whole presentation, in any order you like and with as much detail as you wish.

Now the technical part, how to make such a presentation? I decided to build the PICO in PowerPoint. There might very well be programs available that are better equipped to make a PICO, but PowerPoint is readily available, and I had experience with it.

The first thing to do in PowerPoint is to disable scrolling through the slides in presentation mode (going forward and backward using e.g. the arrows on the keyboard of your PC). In PowerPoint (office 2003) this can be achieved by clicking *slideshow > set up show* and then in the menu set *show slides* to *from 1 to 1*. In

office 2007 and later editions, go to the tab *Slide Show* and then click *Set Up Slide Show*. In this menu set *Show slides* to *From: 1 To: 1*. This will block any viewer from flipping through your slides, however slides can still be accessed using internal hyperlinking, which will be explained next.

The buttons I used that get you one page to the other are created in the following way: Right-click on the feature (whether it is a textbox, picture or other) that you want to use as a button, and left-click *hyperlink*. This leads you to a menu where you can edit the hyperlink (figure 4).

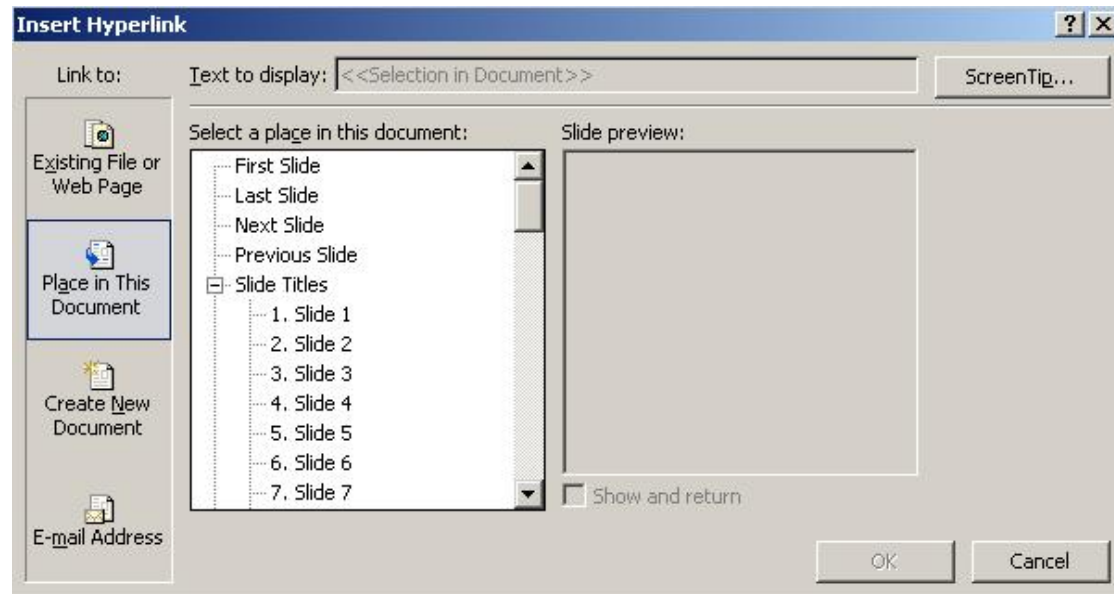


Figure 4. The hyperlink menu in office 2003 (the menu in office 2007 and later is similar)

Select *Place in This Document* and then select the number of the slide you want to link to. Finally, press *OK*. The feature you selected now works as a button and when it is clicked in presentation mode, it will direct to the selected slide. Do not forget to make a button on the new slide to get you back!

This manual gave you some basic ideas on how you can construct a simple, but interactive, PICO. And for the rest, PICO is a new presentation method, so experiment!