Audio-Visual Guide

This includes information on available equipment, rehearsal and data preparation on PCs at the conference, and guidelines on slide and presentation. Please read carefully before preparing your presentation.

Available equipment

Projection Equipment:
Overhead projector
Video projection unit and Computer equipment/software
PC w/32M RAM running Windows 98 with Microsoft PowerPoint 97-2000 Viewer for Windows (MAC is **NOT** provided.)
Zip Drive

Note:
You can choose overhead projector or video projector. We recommend you to choose video projector. **When you choose video projector, you should prepare foil for overhead projector as a backup.**
You cannot use your own notebook PC to avoid any connection trouble between your PC and video projector.
We will not provide any archive software. Therefore if you want to compress your file, the file should have a self-extractor.
We will check if your presentation data will work correctly in the PCs to be provided in the conference. Therefore please upload your presentation data using ASP-DAC Web site capability. For detailed instruction on upload, please visit http://www.aspdac.com/upload/ after the end of November.

Audio Equipment:
Wireless microphone
Aisle microphones for questions

Pointing Equipment:
Laser pointer

35mm projectors will **NOT** be provided.   In some rooms, a podium microphone rather than wireless one may be provided.

The capacitance of the presentation rooms varies from 120 to 394 people. Please make your visual media clear and legible even from the back end of the largest rooms.

Rehearsal and Data preparation on PCs

Rehearsal before the conference is important to improve your presentation. A few practice rooms will be available for your final rehearsing and checking your slides at the conference. Overhead projector and PC will be provided in the practice rooms, but video projector will NOT.

If you choose to use video projector, in the registration desk we will inform you on your file loading time in the presentation room. In the time you will have to load your presentation file in the PC used for projection and check out your complete setup.

The following guidelines and sample templates were prepared by Carla Otten, Presentation Consultant, 35th Design Automation Conference.

Guidelines on slide and presentation

Converting your paper to a technical presentation

Your written paper is published in the proceedings of the conference, and is available to your audience prior to your presentation. In it, you have presented your contribution in detail, including a lengthy introduction to the subject, a description of your work with proofs and detailed results, and a list of references. Many of those in the audience will have already read or glanced through your paper. During your presentation, they will expect to hear you introduce the problem, talk about your approach and support your conclusions. You can be less formal than in the written version, less analytical in speaking about your subject.

You must make every word count!

Avoid repeating collateral material that can be found in the written version, avoid acknowledgement (they should be in the written version), and avoid spending too much time describing the structure of your talk - get straight to the point. Don't simply transcribe the flow of your paper to your talk; provide a more intuitive and less detailed (though still specific) description of your work and try to get across a few key ideas. You have been working on the subject of your paper for months now. What is perfectly clear to you must be made clear in minutes to people not so familiar with the subject. Do not assume that they know what you know. Rehearsal in front of others will help, as described later.

Make sure you check out your complete setup at the conference using one of the speaker practice rooms.

General tips

> ***Get across a few key points***
> You can only transmit a few key points to the audience. Concentrate on the central themes and ideas of your work. Your audience can learn the details by reading your paper. Establish and clarify concepts, definitions, trends and comparisons.
> Try to use familiar examples or analogies. Compare with existing approaches or technologies that are well-known to your audience. Resist using jargon, or acronyms since your jargon may not be as widely spoken as you think. If you do use a word that may not be familiar to the audience, define it.
> ***Follow a simple outline***
> Of course, the outline you will use for your presentation will depend on the nature of your work. However, most top-quality presentations follow a variation of the outline below:
> > Introduce the problem. What led to your work? What were your goals?
> > Summarize previous, related work. Point out its limitations for your problem
> > Describe your solution or approach, focussing on the key ideas, and present the conclusions to be drwn from your work
> > Present any experimental evidence you have to support your conclusions
> > Identify incorrect approaches taken so as to prevent others from wasting effort
> > Why is your solution a good one? What are its disadvantages or limitations?
> > Suggest other applications of your work. Do you recommend further development along the lines of your work? Why? Or why not?
> > Summarize the presentation with a simple statement of the problem, your key ideas, your conclusions, and, if appropriate, your directions for future work. Try to tell your story in a straight line. Each point should lead to the next, and remember that understanding is enhanced with

simple organization. If your audience has not read your paper, you want them to leave the room with a strong desire to do so

Plan a series of slides that progressively disclose your subject and your contribution. Build from cause to effect simple to more complex, question to answer. Take care not to bury your punch line in too much detail.

A *picture is worth 1000 words*

Ideas that preclude words are supported with pictures and graphs on the screen. To the eye you will give information about shapes, colors, surface qualities, and spatial relationships. To the ear, your presentation will provide the reasoning. The best technical talk is an effective mix of verbal and visual elements. Illustrate what you cannot verbalize, what would take too long to describe, or what you want to emphasize. Use slides to hold the attention, illustrate, clarify, restate, explain and interpret. Ears have trouble accepting numbers and abstractions. Numbers are easier to remember if they are written out. quantities and relationships must be visually compared. By adding illustrations to your spoken words, you add understanding to what you are saying and enliven interest in your presentation. Some graphic ways to make points clearly and quickly include:

Outline or overview slides
Topic slides focus attention on key thoughts and orient the audience. An outline of major topics to be covered should be your opening slide. But be careful not to read it - the audience can do that without your help. Be brief but be sure you give the audience the proper orientation for the body of the talk

Trends
Continuous line graphs show trends or correlations effectively. Be sure to label both X and Y axes. Make sure the graph has enough information to be understood without a lengthy explanation of its details - simply interpret it

Comparisons and proportions
Bar graphs are best for comparing magnitudes. Pie charts are good for showing relative parts of the whole

Symbols
Symbolic diagrams of circuits or flow charts are useful if carefully prepared and if not too detailed. Use IEEE standard symbols where applicable. Otherwise, define your symbols

Flow and relationship
Simple flow charts or schematic diagrams can convey flow or relationships to be described. Show only those parts or details necessary to explain how a thing works. Convey ideas with pictures rather than words if possible

Tabular data
Avoid tables! Use graphs or charts instead. If you must use a table, include only items that you will mention. Normalized data or easy visual comparison - relative run-time, normalized to a particular line in the table, is much easier to interpret than actual CPU times. When you must compare numbers, arrange them vertically rather than side-by-side. Use contrasting colored numbers to highlight significant data in tables. Include a leading zero when showing decimal fractions - .56 is easy to confuse with 56 while 0.56 will not be confused.

Blank slides
Slides are an aid to your presentation and not the presentation itself. Avoid reading slides, keep the attention on the audience yourself. Sometimes, you might wish to digress from the topic of the current slide but do not want the audience distracted by the next one. then use a blank slide of a subdued color (dark blue or dark green, no white)

Animations
In your electronic presentation, make use of its dynamic capabilities to highlight different features, to indicate a chain of reasoning, to introduce successive levels of detail into an example, or to demonstrate the dynamic behavior of an algorithm

Maintain context
Never say one thing visually on the screen and something else orally. The mind can not readily accept such conflicting information even when both things are correct and related

Company name

Minimize the use of your company name, logo or product trademarks. Occasionally, a speaker believes that a presentation may be a place to obtain some free advertising for a product or an organization. This is never the case! Our audiences are too jaded by commercialism to accept such an attempt. Such attempts always backfire and do the speakers, their product and their organization significant harm! Your company/logo name may only appear on your title slide

Dealing with the limitations of electronic projection systems

Keep slides simple and uncluttered
Stick to the rule of "one idea per slide"
Too much information prevents understanding and readability
Break complicated slides into two or more
Each slide should be used to communicate one major point
Use large font sizes. 20 point and higher for regular text and 18 points for descriptive text (text with arrows, etc.)
A bold typeface works best
Use fonts that display well at low resolution
Sans serif fonts such as ``Helvetica/Arial'' work better than ones with detailed features such as "Times"
Choose a transition mode between each slide which does not distract too much, e.g. disolve, and stick with the same one throughout the presentation

Avoid

Using different transitions from one slide to the next throughout the presentation
Using sound effects
Using clip-art if it does not help to state the point more effectively

Color tips

The colors of the electronic projector are significantly less distinct than they are on your computer monitor
Use contrasting brightness levels, e.g., light-on-dark or dark-on-light, in all of your text and diagrams
Try to use only the 8 colors of the color scheme, as they are the only ones that convert for black and white printing
The distinction between blues and reds for text and thin lines is especially weak, so try to avoid this combination
Red filled-in objects (circles, rectangles, etc.) with white text are well-suited for highlighting
Be aware that the contrast of your computer monitor is much higher than that of a projector in a partly lit room

The color-blind can distinguish clearly between different light intensities, which is why one should always use light on dark and dark on light where possible. Printing your color presentation on a grayscale printer (don't use the black and white setting) will bring out problem areas and it may be advisable to take these into consideration.

If in doubt use one of the provided templates

Sample presentation and standards

We have included some examples that show the use of animation. Except for "Binate covering problem" they have all been made in Powerpoint95 and 97 and as such show that animation can be done within one slide. Sometimes it is wise to break up the animation over several slides so as not to loose track of what is

going on. "Binate covering problem" is an example of an animation in version 4 which makes it necessary to make a different slide for each animation step thus requiring much thought before starting to create the animation, as every change will force you to make that correction on each slide involved in the animation.

Standard slide formats are provided for your convenience.
These are designed to work well for the projection equipment that will be available at the conference.

Features of sample presentation

This is a standalone presentation and as such needs more information on a slide than if someone is presenting
Big, bold fonts in "sans-serif" (Helvetica/Arial) are the rule for projected presentations
Simple, contrasting colors to prevent confusion with a less color correct projection system
Effective use of animation

Downloading and using the templates

Choose the template you like by looking at the example "PDF" files
Click on the PowerPoint file version hyperlink of that template
Save into your personal folder
Open your chosen file in PowerPoint
Delete the pre-designed pages and start making your own
Make sure the number of slides and the level of detail is appropriate for the time you have allotted
   Typical twenty-five minute presentations range from 15-25 slides
   12 minute presentations range from 8-12 slides

Changing an existing presentation to the new template

Open your existing PowerPoint presentation
Click: "Format", "Apply Design" change "Look in" to your personal directory and "Files of type" to "All PowerPoint Files"
Click in the list of files on the template you have chosen
Click "Apply"
Check if all the changes where done correctly
Slides that do not appear to have converted correctly can mostly be corrected by clicking "Slide Layout" and "Reapply"

PowerPoint issues

Use the MS equation editor or MathType
   Define style and size the first time
   Use "recolor" to change from black to white
   Copy existing equation to make another one with the same specification
   If in doubt consult with helpdesk at early stage
The width to height aspect ratio of most graphics displays is 4:3
You will get this format by selecting the ``File'', ``Page Set-Up'' ,"on-screen-show" option or use the settings in the provided templates
Electronic presentations can be made more dynamic using the animation features
   Learn how to use these features and use them
   You can highlight key ideas and concepts better via animations than by using a pointer
   You can animate algorithms and other procedures
   Rather than displaying a single, dense slide, spread the information over a series of slides linked

together

Presenting tips

Even with the best set of slides, you must present them effectively. Experienced presenters agree that rehearsing your talk a number of times is essential. Even the "pros" who have given hundreds of talks, and who seem so smooth and at ease, rehearse their presentations at least two or three times.

First, decide what you are going to say. Many presenters write out their talk first to get the words right. They read it a few times, practice it to themselves or in front of a mirror, then try it with their friends, or even their family. It is a good idea to try it out with your colleagues in a formal session. All will help you discover how listeners will react. They can tell you where to polish, where to put in another visual, when to explain a little more.

Don't read your presentation. It will sound stilted and forced. Sometimes it is a good idea to have the first few sentences written down to get you going. Practice your talk so that you can give it without seeing the slides - see them in your mind. If you have to turn to the screen all the time to see where you are, you will lose contact with your audience. Consider having a paper copy of the slides, with notes, on the lectern.

Find out how you sound. Record and play back your rehearsal. If you have access to a video recorder and camera, videotape it. Use the video camera or a mirror to observe your gestures, stance and facial expressions. Use your hands to emphasize points. Vary your speaking level and intonation. Let your voice emphasize key points. Don't be a monotone. Pace your speaking rate to the familiarity of your subject. When introducing something new, slow down. As you reveal more of a subject you can speed up a little.

Remember that your talk is a combined verbal/visual presentation. At times, let the slides carry the message visually, but don't lean totally on the visual media. After the audience has had time to comprehend a slide and you are elaborating on a subject, it is most effective if you do not have the competition of the projected image. Use a blank slide at those points.

Prepare for the question period. Make a list of probable questions. This will help you to make a quick response. Some presenters even make up a slide or two for expected questions.

Keep in mind that you are speaking to an audience. Imagine yourself as being in that audience. You would appreciate a presentation that is clear and complete - communicated to you in conversational language. The audience is a group of professionals; all of them interested as demonstrated by their presence. But most are not well versed in your particular topic. They came to learn about it from you. Address your talk to them rather than to a small group of state-of-the-art colleagues. Your published paper will be a permanent document and may be more detailed and formal.

Begin by thanking your session chair
After you have been introduced, begin by saying "thank-you professor Smith. It is courteous, but more importantly it marks the beginning of your talk and captures the attention of the audience.
Speak across slides
Let your conversation flow across a slide boundary to the next slide. Lead in to it, as if you know what is coming (you'd better!). Pauses between every slide make the talk a "slide show" rather than an integrated presentation.
Avoid talking "at" your slides
Avoid phrases like "this slide shows" or "on this slide". Talk about the material on the slide, not the slide itself. Again, it becomes a "slide show" if you do.
Be careful how you use the pointer
You will have a laser light pointer to identify features on your slides. Don't wave it around when you are not using it and only push the button to turn it on when you are actually making a point on the

slide. Don't wave it around on the slide either, or it will distract your audience. Point it at the screen, where you want it, and hold it there for a few seconds. Then turn if off. If you might be nervous, rest it against the lectern.

Try to avoid nervous habits

Don't bounce on your feet from side to side or wring your hands. If you feel nervous or don't know what to do with your hands, hold the lectern.

Conclude your presentation with a point of punctuation

Say "thank-you" forcefully, for example. This keys the audience that you have finished and they should applaud or wait for the session chair.

Repeat the question

There will be microphones in the aisles for questions and this task really belongs to your session chair, who should make sure the question is well understood by all before you answer. If the chair forgets, then you should repeat the question before answering.