

ASP-DAC Presentation & Audio Visual Guidelines

January 23-26, 2007

Slide Prep: Rules and Recommendations

- Use “landscape” layout
- Company Name & Logo are only allowed to appear on the title page
- Big, bold fonts in “sans-serif” (Arial/Helvetica) are the rule for projected presentations
- Use large font sizes. Recommended sizes are:
 - 36 point for slide title
 - 28 point for major bullets
 - 24 point for indented bullets
 - Anything below 20 point is too small

Slide Prep: Rules and Recommendations

- Use contrasting brightness levels, e.g., light-on-dark or dark-on-light, in all of your text and diagrams

Black, blue, red,
green, orange on
white is good

Red on blue is bad

- Minimum use of animation
- Keep the visual simple
- Use thick lines for graphics (minimum: 2 point)

Slide Prep: Rules and Recommendations

- This file can be a template for your presentation
- Avoid the use of the bottom of your slide
 - Bottom parts are not easy to see from the back
- For non-English OS users:
 - Use fonts available on English OS
 - Verify correct projection at File Checking or Rehearsal room.

$$I = \alpha \times \beta$$

This is OK.

$$I = \alpha \times \beta$$

This is NG (the same equation in a 2-byte font).

Presentation Preparation

- 20 minutes for the presentation and 5 minutes for question and answer
- Spend at least 30 seconds on each slide
- Give the audience a chance to read the slide
- Speak across the slides
- Avoid talking “at” your slide
- Conclude your presentation with point of punctuation

Rehearsal is the Key

- **Important:** Present your complete message within the allotted time
- Rehearsing is the best way to achieve this
- Rehearsal Room will be available at the conference site.

Speaker's Breakfast

- Attend the speaker's breakfast the day of your presentation.
- Meet your session chairs and members of the conference committee
- Meet the other speakers at your session
- Go to your session room and upload your slide file
- Go over room logistics, use of projectors, microphones, pointers, etc.
- Go over any changes

Audio Visual Equipment

- LCD Projector
- Laser Pointer
- Microphones
- A Computer with CD-drive and USB connectors
 - Should upload your slide file in advance
 - Can not connect your own laptop computer to projector
- Computer Software: Windows XP, PowerPoint, Acrobat Reader, OpenOffice

Presentation Time!

- Put on microphone: verify sound projection
 - Attach microphone center, high up
 - Be careful about head turning and sound loss
- Find & test the laser pointer
 - Use sparingly: point, explain moving the pointer only minimally, turn pointer off
- Advance slides with mouse or keyboard arrows
- Time talk carefully

ASP-DAC ARCHIVE

- Your slides will be available via the ASP-DAC web site after the conference. This will help promote your ideas to a larger audience.
- We are encouraging all authors to participate. Please load and leave your presentation on the computer in your meeting room. A PDF file is preferred, however, a PPT file is acceptable.