

# **ASP-DAC Presentation & Audio Visual Guidelines**

January 21 - 24, 2008  
COEX, Seoul, Korea

# Slide Prep: Rules and Recommendations

- Use “landscape” layout
- Company Name & Logo are only allowed to appear on the title page
- Use big fonts in Arial or Helvetica (or other “sans-serif” fonts)
- 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 Preparation: 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 Rehearsal Room

# Presentation Preparation

- Regular: 20 min. presentation and 5 min. Q&A
- Short: 10 min. presentation and 3 min. Q&A
- Give the audience a chance to read the slide
- Speak across the slides
- Avoid talking “at” your slide
- Do not wave laser pointer around on the slides
- Conclude your presentation with point of punctuation such as "thank you"

# 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 on the day of your presentation
- Meet your session chairs and members of the conference committee
- Meet other speakers in 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
- PC with CD-drive and USB connectors
  - Should upload your slide file in advance
  - Connecting your own laptop computer to projector is not recommended
- Computer Software: Windows XP, PowerPoint, Acrobat Reader

# ASP-DAC Archive

- Your slides will be available via the ASP-DAC web site after the conference. This will help your ideas to be promoted 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.