

ASP-DAC Presentation and Audio Visual Guidelines for Regular Papers

Taipei, Taiwan

January 18-21, 2010

Do not forget to upload your presentation file via Web.

(1) Draft : Jan. 6 (Wed.), 2010.

(2) Final : 12pm, Jan. 15 (Fri.), 2010.

(Regular Papers/Invited Papers, PPT or PDF)

http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add_file.cgi

Slide Preparation: Rules and Recommendations

- Use “**landscape**” layout
- **NO company name** nor **NO logo** except title page
- Use **big, bold fonts** in “sans-serif” (Arial/Helvetica) are the rule for projected presentations.

Recommended font 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 Preparation: 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 min.** for the presentation and **5 min.** for Q&A
(For short paper, 10min. presentation and 2 min. Q&A)
- 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 Rooms:
 - **202B & 203B** at Taipei International Convention Center

Speakers' Breakfast

- Location: **South Lounge** (Taipei International Convention Center, 3F)
- Time: **7:30 – 8:30** (the same day as sessions)
 - Attend the speakers' breakfast at the day of your presentation.
 - Meet your session chairs and members of the conference committee
 - Meet the other speakers at your session

(After the breakfast)

- Go to your session room and check your presentation file
- Go over room logistics, use of projectors, microphones, pointers, etc.
- Go over any changes

Audio and Visual Equipment

- **LCD Projector / Laser Pointer / Microphones**
- **Laptop computer w/ CD-drive & USB connectors**

- **MUST upload your presentation file in advance.**

NOTE: Strongly suggested to upload the file via our website before attending to ASP-DAC.

- **CANNOT connect your own laptop computer to projector to avoid schedule delay.**

- **Software:**

- OS: Windows XP
- MS PowerPoint 2007, Adobe Acrobat Reader 9

Uploading of Presentation Files

- ASP-DAC 2010 strongly requests all the authors to upload the presentation files via our web-site beforehand.

http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add_file.cgi

- Presentation file must be made in either **PowerPoint 2003** format or **PDF**.
- Rule of presentation file name is as;
Session#_LastName_Presentation#.ppt (or .pdf)
e.g. 3A_Smith_2.ppt, if your paper is seen in session 3A.2 and your last name is Smith.

Uploading of Presentation Files

- If you cannot submit your presentation file via our web beforehand,
 - Bring it using an USB memory and save it into a laptop computer in your session room **15 minutes prior to session starting.**

DONOT save it during session due to time keeping.

- **NOTE:**

- Make sure your presentation file are properly uploaded in your session room 15 minutes prior to the session.

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**

NOTE: Session Staff will assist Session Chair to time the presentation and to show “Time Up” sign at the end of the presentation.

ASP-DAC ARCHIVE

- Your slides will be available via the ASP-DAC 2010 ARCHIVE Web after the conference.

http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add_file.cgi

- This will help promote your ideas to a larger audience. We are encouraging all authors to participate.

You will be asked in the web as;

“Do you permit this file to be open on ASP-DAC 2010 ARCHIVE Web site after the conference?”

If you agree to open your presentation file, please check “Yes”.

NOTE: The web will be open by the middle of Feb. for updating your agreement.