

ASP-DAC Presentation and Audio Visual Guidelines for Regular Papers

Yokohama, Japan

January 25-28, 2011

Please upload your presentation file via web

(1) Draft: Jan. 12, 2011

(2) Final: Jan. 21, 2011 (12pm)

(Regular Papers/Invited Papers, PPT or PDF)

http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add_file.cgi₁

Slide Preparation: Rules and Recommendations

- Use “**landscape**” layout
- **NO** company name or **logo** except in title page
- Use **big, bold fonts** in “sans-serif” (Arial/Helvetica)

Recommended font size:

- 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

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

Red on blue is bad

- Minimize the 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 bottom region of your slide
 - Difficult to see from back of the room
- **For users of non-English OS:**
 - **Use fonts that are also available in English OS**
 - Verify correct projection at Rehearsal room

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

This is OK.

$$I = a \times \beta$$

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

Presentation Preparation

- **You have 30 min: 25 for presentation and 5 for Q&A**
- Spend at least 30 seconds on each slide
- Give the audience a chance to read over 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:
 - **423** at the conference center

Speakers' Breakfast

- Location: **501**
- Time: **7:30 – 8:30**
 - Attend the speakers' breakfast on the day of your presentation; this is **MANDATORY**
 - Meet your session chairs
 - 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

Each Session Room is Equipped with

- **LCD Projector / Laser Pointer / Microphones**
- **Laptop computer w/ CD-drive & USB connectors**
 - **You are not allowed to use your own computer**
- **Software:**
 - OS: Windows XP
 - MS PowerPoint 2007, Adobe Acrobat Reader 9

Uploading Presentation Files

- ASP-DAC 2011 strongly requests that all the authors upload their presentation files using http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add_file.cgi
- Presentation file must be made in either **PowerPoint 2003** format or **PDF**
- Name your presentation file as:
3A_Smith_2.ppt (or pdf), if you present at session 3A, your last name is Smith, and your presentation is 2nd in the session

During Presentation

- Put on microphone
- Locate & test laser pointer
 - Use it only when necessary during the presentation
- Advance slides with mouse or keyboard arrows
- **KEEP YOUR TIME**

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 2011 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 the authors to participate

You will be asked in the web:

“Do you permit this file to be open on ASP-DAC 2011 ARCHIVE Web site after the conference?”

If you agree, please check “Yes”